

REQUEST FOR PROPOSAL

Programme Support to International Solar Alliance (ISA)

RFP No.: 15/42/2020_ISA (EM)

=Project: Engagement of Conference Organizer to organize Virtual SUN WORLD Events.

Country: [India]

Issued on: 22 July 2020

The International Solar Alliance (ISA) does not charge a fee at any stage of the procurement process (e.g. vendor registration, bid submission or any other stage). In the event that you have any reason to suspect that any activity purporting to be made on behalf of ISA may be fraudulent, please contact at procurement@isolaralliance.org.

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SECTION I. LETTER OF INVITATION

The International Solar Alliance (ISA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

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: 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 Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security [delete this line and the form, if not required as per BDS]

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.

Please acknowledge receipt of this RFP by sending an email to ss.madan@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.

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

Issued by:

Name: Sudhakar Upadhayay
Title: Administrative Officer
Date: **July 22, 2020**

Approved by:

Director HRD
Date: **July 21, 2020**

SECTION 2. INSTRUCTION TO BIDDERS

| A. GENERAL PROVISIONS | |
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| 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 (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> <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/unscc/conduct_english.pdf</p> |
| 3. Eligibility | <p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any Government, 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. |

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| | <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 or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>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</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <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 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. <i>General Considerations</i> | <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. <i>Cost of Preparation of Proposal</i> | 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. |
| 7. <i>Language</i> | 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. |
| 8. <i>Documents Comprising the Proposal</i> | <p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p> |
| 9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i> | 9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 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. |
| 10. <i>Technical Proposal Format and Content</i> | <p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 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</p> |

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| | non-responsive. |
| <i>11. Financial Proposals</i> | <p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed 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> |
| <i>12. Proposal Security</i> | <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, ISA 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> <ol 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: <ol 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. |
| <i>13. Currencies</i> | <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> <ol 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. |
| <i>14. Joint Venture, Consortium or Association</i> | <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</p> |

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| | <p>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> <ol 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> |
| <i>15. Only One Proposal</i> | <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> <ol 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. |
| <i>16. Proposal Validity Period</i> | <p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. 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> |
| <i>17. Extension of Proposal Validity</i> | <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</p> |

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| <i>Period</i> | <p>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 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> |
| <i>18. Clarification of Proposal</i> | <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> |
| <i>19. Amendment of Proposals</i> | <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> |
| <i>20. Alternative Proposals</i> | <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> |
| <i>21. Pre-Bid Conference</i> | <p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. 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 procurement 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> |

C. SUBMISSION AND OPENING OF PROPOSALS

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| | <p>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> |
| 25. <i>Proposal Opening</i> | 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. |
| D. EVALUATION OF PROPOSALS | |
| 26. <i>Confidentiality</i> | <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. <i>Evaluation of Proposals</i> | <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. <i>Preliminary Examination</i> | 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. |
| 29. <i>Evaluation of Eligibility and Qualification</i> | <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 |

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| <p>30. <i>Evaluation of Technical and Financial Proposals</i></p> | <p>f) They have a record of timely and satisfactory performance with their clients.</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></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</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. <i>Due Diligence</i></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 |

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| | <p>business transpires, with or without notice to the Bidder;</p> <p>f) Other means that ISA may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p> |
| <i>32. Clarification of Proposals</i> | <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> |
| <i>33. Responsiveness of Proposal</i> | <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> |
| <i>34. Nonconformities, Repairable Errors and Omissions</i> | <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> |
| E. AWARD OF CONTRACT | |
| <i>35. Right to Accept, Reject, Any or All Proposals</i> | <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> |
| <i>36. Award Criteria</i> | <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> |
| <i>37. Debriefing</i> | <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> |
| <i>38. Right to Vary Requirements at the Time of Award</i> | <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> |

| | |
|---|---|
| 39. <i>Contract Signature</i> | 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 the Second Ranked Bidder or call for new Proposals. |
| 40. <i>Performance Security</i> | 40.1 A performance security, if 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. <i>Revenue Generation and Funds Raising</i> | <p>41.1 The PCO so appointed shall assist ISA to generate revenue / raise funds from following sources to offset part of the expenditure incurred towards organizing the Event:</p> <ul style="list-style-type: none"> a. <i>Proceeds from sale of Exhibition Stalls;</i> b. <i>Sponsorships;</i> c. <i>Advertisements in Conference & Expo digital Platform, Conference News Letter (3days); Exhibition Show Directory and SUN WORLD Report.</i> <p>The Conference Organizer shall digitally transfer the revenue so generated/ funds raised from above sources to ISA Secretariat bank accounts.</p> |
| 42. <i>Liquidated Damages</i> | 42.1 If specified in BDS, ISA shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract. |
| 43. <i>Payment Provisions</i> | 43.1 Payment will be made only upon ISA's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in ISA with direct supervision of the Contractor. Payment will be affected by bank transfer in the currency of contract. |
| 44. <i>Other Provisions</i> | <p>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.</p> <p>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.</p> <p>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</p> |

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 |
| 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 | <p>Will be Conducted</p> <p>Time: 1500 HRS IST Date: August 4, 2020 12:00 AM Venue: Virtual Mode</p> <p>The ISA focal point for the arrangement is: S.S. Madan, Consultant Telephone: +91 98108 888321 E-mail: ss.madan@isolaralliance.org</p> |
| 5 | 16 | Proposal Validity Period | 90 days |
| 6 | 12 | Bid Security | Required in the amount of USD 10,000 |
| 7 | | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | <p>Will be imposed as follows:</p> <p>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.</p> |

| | | | |
|----|---------------|--|--|
| 9 | 40 | Performance Security | Required in the amount of USD 5,000 |
| 10 | 13 | Currency of Proposal | United States Dollar |
| 11 | 23 | Deadline for submitting requests for clarifications/ questions | 10 days before the bid submission deadline |
| 12 | 18 | Contact Details for submitting clarifications/questions | Focal Person in ISA: S.S. Madan, Consultant Address: NISE Campus, Surya Bhawan, Gwal Pahari, Gurugram, Haryana (India) 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 | 13.08.2020 |
| 14 | 22 | Allowable Manner of Submitting Proposals | <input type="checkbox"/> Submission by email |
| 15 | 22 | Proposal Submission Address | Email: procurement@isolaralliance.org Website: www.isolaralliance.org |
| 16 | 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: <i>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</i> |
| 17 | 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 to next stage is 70%. |
| 18 | | Expected date for commencement of Contract | <i>December 1, 2020</i> |
| 19 | | Maximum expected duration of contract | One Year |
| 20 | 15, 36 | ISA will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract | Contract for Event Organization and Management of Services on behalf of UN Entities |
| 22 | | 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
- Performance Security submitted as per RFP requirements with compliant validity period

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 | Yes/No |
|--|---|--|--------|
| ELIGIBILITY | | | |
| Legal Status | Vendor is a legally registered entity. | Form B: Bidder Information Form | |
| Eligibility | 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 | |
| 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 Four years in high level Virtual events organization & management. | Form D: Qualification Form | |
| | Minimum 10 (Ten) events/contracts of similar value, nature and complexity implemented over the last four years . <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> | Form D: Qualification Form | |

¹ Non-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.

| | | | |
|---------------------------|--|----------------------------|--|
| Financial Standing | Minimum average annual turnover of USD 500,000 for the last 3 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 | Self Marking for the Bidder | Page No. of the supporting document |
|--|--|-------------------|-----------------------------|-------------------------------------|
| 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 | Quality assurance procedures and risk mitigation measures | | 60 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | | 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 Section 2 | | | 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 Experts (2) | | 80 |
| | - General Experience | 10 | |
| | - Specific Experience relevant to the assignment | 40 | |
| | - Regional/International experience | 20 | |
| | - Language Qualifications | 10 | |
| 3.2 c | Junior Experts (2) | | 40 |
| | - General Experience | 5 | |
| | - Specific Experience relevant to the assignment | 15 | |
| | - Regional/International experience | 10 | |
| | - Language Qualifications | 10 | |
| Total Section 3 | | | 300 |

SECTION 5. TERMS OF REFERENCE

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 ISA Member countries in coming years. 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. CONTEXT:

keeping in view the COVID-19 pandemic conditions, health hazards and travel restrictions around the world it has now been decided to defer organization of SUN WORLD 2020 earlier proposed in Egypt in physical format and switch over to organize the same on digital platform (Virtually). Accordingly, the ISA Secretariat invites proposals from Professional Event Organizers/ companies active in and capable of development, implementation and management of an interactive IT platform to conduct all activities, meetings (G2G, G2B, B2B & B2C), conferences and exposition for holding above proposed events in **Virtual Format**.

4. Objectives of the SUN WORLD 2020 (Virtual):

- a) To restore the linkages in the global Solar Industry value chain by stepping up through induction of Next-Gen Technologies and Innovations to face the challenges that COVID 19 grave situation has posed, adversely affecting the Solar Industry. The Virtual SUN WORLD 2020 Conference & Exposition to be hosted by ISA Secretariat in partnership with identified country will reaffirm global Solar dialogue and new networking ways with a clear focus on new challenges and putting up projects in ISA member countries. The effort is being made to prop up economic recovery models, to reflect on technological, financial and systemic innovations, alongside generating business leads through SUN WORLD Virtual conference & exposition market place, one of its kind, in the time of slow down and deterioration.
- b) It is expected that global economic stimulus packages being developed by various Governments across the world to revitalize their respective economy after the acute Covid-19 crisis will be geared towards technologies of the future.
- c) To reduce Carbon footprint and template productive and outcome bound future engagements.
- d) To enable stakeholders from across the ISA Member Countries to engage with each other through a suite of virtual applications for interactions at all levels, including virtual meetings (G2G, G2B and B2B, B2G and B2C), panel discussions, high level plenaries, Presentations, Keynote addresses and Exposition.

- e) To showcase Renewable Energy equipment, products, new technologies, innovations and issues relating to Climate change, environment and the importance of the Solar for Socio-economic development and Sustainable Energy for All.

5. **FORMAT:**

The International Conference would consist of two components: Conference with associated Satellite Events and Exposition (All Virtual):

- a) 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, Ministerial Plenaries, 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.
- b) The Exhibition would 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.

SCOPE OF WORK

A reputed, highly experienced and professionally effective Virtual Conference Organizer is required to organize and manage this International Conference. The Conference Organizer will be responsible for all the activities / services required for successful organization of SUN WORLD (Virtual). The bidder shall be responsible for end to end management and implementation of the conference activities including pre-conference activities, support during conference and post conference activities. The organizing Company should be able to handle **concept-to-conclusion Event management** with following activities to run concurrently:

- I. Designing an IT platform for handling various meetings, plenaries, interactions and discussions during the conference as detailed below:
- **Inaugural and Valedictory Plenaries (Opening and Closing Sessions)**- Up to 5,000 and 3,000 participants
Specific Requirement: *None (It will be a one-way communication with limited interaction)*
 - **Meetings**- 4 to 5 Meetings with upto 1,000 delegates in each meeting per day in different virtual meeting halls
Specific Requirement: *Ability for multilingual message communication, navigation and signages in atleast 4 UN languages including English, French, Spanish and Arabic*
 - **Panel Discussions**- Hosting atleast 6 interactive moderated panel discussions
 - **Roundtables**- upto 750 registered users on 3-designated days
Specific Requirement: *Entry regulation and restriction*

Note: Each Meeting Room/Hall should have capacity upto 250 persons in each with complete conference set-up facilities including provision for virtual Dias

- II. Designing of dynamic event programme module & speaker roster keeping in mind different time zones.
- III. Interactive, lead generating Exhibition Space with up to 250 exhibitors and capacity to handle the traffic of 5,000 visitors logged in at the same time. The facility should have option for both 2D and 3D viewing/ interaction and should have all possible options for appropriate display of Renewable Energy with focus on Solar Projects/equipment and services through Digital/Virtual platform. The option should also include Reviewer's perspective on these products and services.
- IV. Designing complete registration modules for individual entry & visitors' data with back end database for capturing details of all visitors
- V. The platform should have MULTILINGUAL PROGRAMS features such as: Language-specific system messages, menus and navigation elements; Unique signage and graphics, including entire room backgrounds; Registration capture per language; Option to toggle between languages; Supports international date/time formats. The platform should be able to host all current official and working languages of the United Nations as required by ISA
- VI. The platform should have role-based access control at all levels with highest levels of security as recognized globally. Facilities such as video on demand, Closed Door Meetings to enable chat in private setting, One-to-One meetings etc. should be available.
- VII. Payment Gateway including multiple currency options should be integrated to facilitate chargeable entry option.
- VIII. The platform should allow exchange of information in a highly secure environment and all activities must have an audit-trail with high performance and intuitive analytics. Security features should be at global standards and be appropriately defined.
- IX. Complete end-to-end Social Media Integration.
- X. Development and maintenance of official SUN WORLD Android and IOS App, and its integration with ISA IT servers.
- XI. Content strategy, content creation and curation in consultation with stakeholders.
- XII. The platform should also support online and IVR based help-desk support 24x7 for 365 days.
- XIII. Providing technical advisory related to hosting the platform on a reliable server.
- XIV. Bug Fixing and support 24X7.

Note:

- All the meetings will be held for three days and the exhibitor space will be live post event for a minimum period of six months.
- The duration of contract will be for **one year** from the date of signing agreement to conduct SUN WORLD 2020. During this period the bidder will be responsible to update the platform technologically on the feedback from various stakeholders and will be responsible for overall maintenance of the platform during the contacted period at **No Cost to ISA or Host ISA member country.**
- Bidder shall be solely responsible for adequately testing and maintaining the platform for effectively conducting the SUN WORLD 2020
- All the events/meetings/discussions during the SUNWORLD 2020 should be recorded live and

made available to ISA after completion of the event

- The IT platform designed by the bidder should be compatible with multiple web based browsers and OS to ensure seamless participation of various ISA delegates joining from various countries
- The platform should be integrated with other available ISA IT assets such as ISA Website, ISA Mobile Application etc.

MANAGEMENT SERVICES REQUIRED

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.

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, Social Media, E-Newsletters, etc.)

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 in order to raise funds to partly offset the expenditure incurred towards organizing the SUN WORLD 2020. 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 of a sponsorship package for conference including exhibition to targeted sponsors detailing the benefits to sponsors and the options available.
- c) In collaboration with ISA approaching potential sponsors by way of direct mail, personal contacts/ meetings, video conferencing and telephone follow up etc.
- d) Other services as suggested by the bidder and as agreed with ISA team

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

Exhibit Management:

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

- Designing and layout of virtual Exhibition floor plan.
- Creating sales and marketing tools.
- Producing the call for exhibitors and exhibitor registration plan.
- Soliciting and securing exhibitors through direct E-mail, E-Advertising and telemarketing.
- Processing of requests for exhibit information.
- Accepting and processing all exhibitor applications including invoicing.
- Distributing exhibitor confirmations and booth assignments.

- Interaction with exhibitors.
- Providing final exposition report.

The Conference Organizer would be required to plan to sell online, through advertisement in the electronic media, or personal contacts Exhibition Stalls/ Booths in different sizes to around **250** companies/ FIs/ Corporates/ Government Agencies wishing to exhibit their products, equipment, and technologies etc. The Conference Organizer should give in writing the means and tools proposed to be used to sell the Exhibition stalls. The Conference Organizer would assist ISA Secretariat fix the selling price for the exhibition Stalls/ Booths.

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; Extending Invitations, follow-up and securing confirmations.
- Processing of Session-wise Delegates Registrations, Speakers & Panelists etc. (on-line and preparation of statistical reports).

Setting up of Conference Secretariat

An exclusive Desk would be set up at a place mutually convenient to the ISA 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 e-brochures, and other promotional material etc.;
- iii. Maintaining DATABASE using customized web-based software;
- iv. Coordination with ISA Secretariat for various activities;
- v. Maintenance of correspondence/records for respective activities;
- vi. On line registration, selling of Exhibition Stalls and receiving payment etc.

Service & Support: To assign a Project Manager and adequate support and implementation teams for coordinating various activities related to SUNWORLD 2020 – creating 3-4 months Activity-wise plan of action, holding status review meetings periodically and tracking progress for milestones, ISA tasks and all deliverables - best practices and recommendations for success of Sun World; Live days attendee support; End-to-end support for webcasts, including pre-recorded speaker training and live webcast monitoring

Outsourcing of manpower:

Manpower would be required well in advance to carry out pre-conference, during the conference as well as some post conference activities. The Conference Organizer must list out the manpower requirements such as Office Assistants, Stenos, interpreters for interaction with Senior Government Functionaries, NFPs, Speakers in ISA Member countries, ISA Partners and stakeholders etc. and how they propose to engage the same together with time frame.

Post Conference Reports for Record and Audit requirements

Within one month 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) Dashboard with Statistics on delegate participation for all conference Sessions.
- 3) Providing all Speakers and Delegate contact information in electronic format to ISA Secretariat.
- 4) Assessment of the marketing and promotion of the conference.
- 5) Sponsorship and Exhibition summary and analysis.
- 6) Contact information of all sponsors and exhibitors of the conference.
- 7) Copies of all public relations materials produced for the conference including e-Flyers, e-Brochures, Pamphlets, and other promotional material.
- 8) A summary of information collected from delegates, Exhibitors and visitors' feedback.

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 above in this document and further demanded as per requirements.

SECTION 6: 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.

- 6.1.1 **"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 Virtual Events in ISA Member Counties.
- 6.1.2 **"Financial Bid"** means that part of the offer that provides price schedule and estimated costs of various services.
- 6.1.3 **"Firm/Company"** means a company, authority, co-operative or any other organization incorporated under appropriate statute as is applicable in the country of incorporation.
- 6.1.4 **"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.
- 6.1.5 **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.
- 6.1.6 **Contractor** means successful bidder with whom ISA enters into an Agreement or Contract for provision of Services for organizing the Virtual SUN WORLD 2020.
- 6.1.7 **Employer** means ISA with whom the Contractor would into an Agreement/ Contract for providing services for organization of the Conference.
- 6.1.8 **Specification** means the functional and technical specifications or statement of work, as the case may be.
- 6.1.9 **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.
- 6.1.10 **Bid -Two Parts Bid** means the technical and financial bids are put in separate covers and their evaluation is sequential and in that order.
- 6.1.11 **Goods and Services** mean the solution(s), service(s), materials or a combination of them in the context of the tender call and specifications.
- 6.1.12 **"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;

6.1.13 **"Incidental Services"** means those services ancillary to the supply of the goods and services and other obligations of the bidder covered under the contract;

6.2 **Application**

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

6.3 **Use of Documents and Information**

6.3.1 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.

6.3.2 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.

6.3.3 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.

6.4 **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.

6.5 **Insurance**

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

6.6 **Change Orders**

6.6.1 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.

6.6.2 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.

6.7 **Contract Amendment**

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

6.8 **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.

6.9 **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.

6.10 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.

6.11 **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 delays 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.

6.12 **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.

6.13 **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.

6.14 **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.

6.15 **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 7: 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 Envelope

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

| | |
|--|--------------------------|
| ▪ Form F: Financial Proposal 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

| | | | |
|-----------------|-------------------------------|-------|-------------|
| 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. Also, names of other panel of experts to be part of the project should also be included in the proposal. 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]

| | |
|--|--|
| | <p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></p> |
| <p>EDUCATION/ QUALIFICATIONS</p> <hr/> | <p>[INSERT]</p> |
| <p>PROFESSIONAL CERTIFICATIONS</p> <hr/> | <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/</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> |

EXPERIENCE

[INSERT]

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

| | |
|------------|--------------|
| REFERENCES | REFERENCE 1: |
| | [INSERT] |
| <hr/> | 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 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 is 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 PROPOSAL FORM

| | | | |
|-----------------|-------------------------------|-------|-------------|
| 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: [Insert Currency]

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

| 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

| 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

| 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 USD 10,000 (USD Ten Thousand Only) 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 5,000 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 5,000 (USD Five 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 5,000 (USD Five 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