

RFP No.: 55/06/PPIC/2024-ISA

**Country: India
Issued on: 20/06/2024**

Request For Proposal

For Hiring of Global Firm for Assessment of Floating Solar Project at Vaturu Dam site in Fiji



**International Solar Alliance (ISA)
Secretariat, Surya Bhawan, NISE Campus,
Gwal Pahari, Gurugram, Haryana – 122003, India
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CONTENTS

Request For Proposal	1
Section 1. Letter of Invitation	4
Section 2. Instruction to Bidders.....	5
GENERAL PROVISIONS	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality	5
3. Eligibility	5
4. Conflict of Interests	5
PREPARATION OF PROPOSALS.....	6
5. General Considerations	6
6. Cost of Preparation of Proposal	7
7. Language	7
8. Documents Comprising the Proposal.....	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Proposal Format and Content.....	7
11. Financial Proposals	7
12. Proposal Security.....	8
13. Currencies.....	8
14. Joint Venture, Consortium or Association.....	8
15. Only One Proposal.....	9
16. Proposal Validity Period	10
17. Extension of Proposal Validity Period	10
18. Clarification of Proposal	10
19. Amendment of Proposals.....	10
20. Alternative Proposals	11
21. Pre-Bid Conference	11
SUBMISSION AND OPENING OF PROPOSALS.....	11
22. Submission.....	11
Email Submission	11
23. Deadline for Submission of Proposals and Late Proposals	12
24. Withdrawal, Substitution, and Modification of Proposals	12
25. Proposal Opening	12
EVALUATION OF PROPOSALS.....	12
26. Confidentiality	12

27.	Evaluation of Proposals	12
28.	Preliminary Examination	13
29.	Evaluation of Eligibility and Qualification.....	13
30.	Evaluation of Technical and Financial Proposals.....	13
31.	Due Diligence.....	14
32.	Clarification of Proposals.....	15
33.	Responsiveness of Proposal	15
34.	Nonconformities, Repairable Errors and Omissions	15
D.	AWARD OF CONTRACT	16
35.	Right to Accept, Reject, Any or All Proposals	16
36.	Award Criteria	16
37.	Right to Vary Requirements at the Time of Award	16
38.	Contract Signature.....	16
39.	Performance Security.....	16
40.	Bank Guarantee for Advanced Payment	16
41.	Liquidated Damages	16
42.	Payment Provisions	16
43.	Other Provisions	16
	Section 3. Bid Data Sheet.....	18
	Section 4. Evaluation Criteria.....	21
	Section 5. Terms of Reference	26
	Section 6: Returnable Bidding Forms / Checklist.....	28
	Form A: Technical Proposal Submission Form	29
	Form B: Bidder Information Form	31
	Form C: Joint Venture/Consortium/Association Information Form.....	33
	Form D: Qualification Form	34
	Form E: Format of Technical Proposal.....	39
	Form F: Financial Proposal Submission Form	45
	Form G: Financial Proposal Form	46

Section 1. 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

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form (Not Applicable)
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

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 procurement@isolaralliance.org , indicating whether you intend to submit a Proposal or otherwise. You may send the Technical Proposal and the Financial Proposal files separately. The financial and technical proposal shall be encrypted with different passwords and clearly labelled. Any Amendments to the RFP will be notified on ISA Website. 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: Vishal Pratap

Name:

Title: Procurement Unit

Date: June 20, 2024

Section 2. Instruction to Bidders

GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in Writing by ISA.</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFP.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to ISA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, ISA (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 ISA Supplier Code of Conduct, which may be found at https://isolaralliance.org/images/ISA%20Supplier%20Code%20of%20Conduct_14.4.2023.final%20version.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to ISA whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by ISA.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this</p>

	<p>solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by ISA to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of ISA. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to ISA, and seek ISA’s confirmation on whether or not such a conflict exists. The ISA shall have the discretion to disqualify or proceed with a bidder where there is a probable conflict of interest subject to further evaluation and review of various factors such as access to sensitive information which may confer unfair advantage as against other bidders. The decision on a probable conflict of interest shall be made in the best interest of the work of the ISA.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of ISA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the 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>
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PREPARATION OF PROPOSALS

<p>5. <i>General Considerations</i></p>	<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>
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<p>6. <i>Cost of Preparation of Proposal</i></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. ISA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. <i>Language</i></p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and ISA, shall be Written in the language (s) specified in the BDS.</p>
<p>8. <i>Documents Comprising the Proposal</i></p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by BDS; g) Any attachments and/or appendices to the Proposal.
<p>9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i></p>	<p>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.</p>
<p>10. <i>Technical Proposal Format and Content</i></p>	<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 non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by ISA, and at no expense to ISA</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the ISA. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p>11. <i>Financial Proposals</i></p>	<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.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>

<p><i>12. Proposal Security</i></p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by ISA, 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> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after ISA has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that ISA may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
<p><i>13. Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) ISA will convert the currency quoted in the Proposal into the ISA preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that ISA selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, ISA shall reserve the right to award the contract in the currency of ISA's preference, using the conversion method specified above.
<p><i>14. Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to</p>

	<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 15 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by ISA.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p><i>15. Only One Proposal</i></p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> h) they have at least one controlling partner, director or shareholder in common; or i) any one of them receive or have received any direct or indirect subsidy from the other/s; or j) they have the same legal representative for purposes of this RFP; or k) 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;

	<p>l) 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</p> <p>m) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</p>
<p><i>16. Proposal Validity Period</i></p>	<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>
<p><i>17. Extension of Proposal Validity Period</i></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, ISA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p><i>18. Clarification of Proposal</i></p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to an ISA staff member, ISA shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 ISA will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 ISA shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of ISA to extend the submission date of the Proposals, unless ISA deems that such an extension is justified and necessary.</p>
<p><i>19. Amendment of Proposals</i></p>	<p>19.1 At any time prior to the deadline of Proposal submission, ISA may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, ISA may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>

<p><i>20. Alternative Proposals</i></p>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. ISA shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, ISA reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
<p><i>21. Pre-Bid Conference</i></p>	<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 sent to all the participants of the pre-bid conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>
<p>SUBMISSION AND OPENING OF PROPOSALS</p>	
<p><i>22. Submission</i></p>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the ISA General Contract Terms and Conditions. https://www.isolaralliance.org/images/ISA_GTB.pdf</p>
<p><i>Email Submission</i></p>	<p>22.4 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of ISA. ISA will request password only from bidders whose Technical Proposal has been found to be technically responsive.

	Failure to provide correct password may result in the proposal being rejected.
<i>23. Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by ISA in the manner, and no later than the date and time, specified in the BDS. ISA shall only recognize the date and time that the bid was received by ISA</p> <p>23.2 ISA shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<i>24. Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to ISA, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p> <p>24.3 Proposals requested to be withdrawn shall be returned unopened to the Bidders, only for manual submissions. For online submissions, bids will be disregarded by ISA.</p>
<i>25. 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.
EVALUATION OF PROPOSALS	
<i>26. 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>
<i>27. 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: n) Preliminary Examination o) Minimum Eligibility and Qualification (if pre-qualification is not done) p) Evaluation of Technical Proposals</p>

	q) Evaluation of Financial Proposals
<i>28.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.
<i>29.Evaluation of Eligibility and Qualification</i>	<p>B. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>C. In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> i. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers. ii. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, iii. 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; iv. They are able to comply fully with ISA General Terms and Conditions of Contract; v. They do not have a consistent history of court/arbitral award decisions against the Bidder; and vi. They have a record of timely and satisfactory performance with their clients. vii. The consulting firm should provide credentials, through adequate references or documentation, their current local presence in the ISA focus regions. Past experience of working with ISA and/or with multilateral/international organizations will be an added advantage.
<i>30.Evaluation of Technical and Financial Proposals</i>	<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</p>

	<p>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: 10px; margin: 10px 0;"> <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%/100) + (FP Rating) x (Weight of FP, e.g., 30%/100)</p> </div>
<p><i>31. 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 business transpires, with or without notice to the Bidder; f) Other means that ISA may deem appropriate, at any stage within the

	selection process, prior to awarding the contract.
<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, Reparable 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 as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of ISA there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) 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

	<p>prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by ISA, its Proposal shall be rejected.</p>
D. AWARD OF CONTRACT	
<i>35.Right to Accept, Reject, Any or All Proposals</i>	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.
<i>36.Award Criteria</i>	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.
<i>37.Right to Vary Requirements at the Time of Award</i>	37.1 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 unit price or other terms and conditions.
<i>38.Contract Signature</i>	38.1 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.
<i>39.Performance Security</i>	39.1 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.
<i>40.Bank Guarantee for Advanced Payment</i>	40.1 Except when the interests of ISA so require, it is ISA’s preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.
<i>41.Liquidated Damages</i>	41.1 If specified in BDS, ISA shall apply Liquidated Damages resulting from the Contractor’s delays or breach of its obligations as per the Contract.
<i>42.Payment Provisions</i>	42.1 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.
<i>43.Other Provisions</i>	43.1 ISA may withdraw the RFP at any time by providing written notice to the

bidder in any case in which the mandate of ISA applicable to the performance of the Contract or the funding of ISA applicable to the RFP is curtailed or terminated, whether in whole or in part.

43.2. The ISA is striving to achieve gender parity in all its activities. In this regard, female-owned organizations and/or teams with significant gender diversity are strongly encouraged to submit a proposal.

43.3. The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA strives to engage with organizations and/or teams that reflect its geographical representation and diversity.

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	June 28, 2024, 2 PM – 2:30 PM (IST) Meeting Link: Join the meeting now
5	10	Proposal Validity Period	90 days
6	14	Bid Security	NIL
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>a. Where the contractor fails to fulfill the performance of the deliverables in accordance with the specified timelines in the approved strategy document or</p> <p>b. Where there is non-satisfactory performance of the contract in line with the contract terms,</p> <p>the contractor shall be liable to pay ISA the liquidated damages of a daily charge of 3% (three percent) of the total contract sum, for each day of the daily occurrence, up to a maximum amount of 20% (twenty percent) of the contract sum; which surcharge is deductible from the vendor's outstanding invoices.</p>

			Provided that ISA may the event of the contractor’s default or failure to meet a timeline issue a Notice of Breach as a warning of first instance; and in the second instance terminate the contract; and the invoice due shall be calculated on a pro-rata basis following the provision of this section.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Indian Rupees or United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in ISA: Procurement Unit E-mail: procurement@isolaralliance.org Address: International Solar Alliance, 3rd Floor, Surya Bhawan, NISE Campus, Gwal Pahari, Gurugram, Haryana - 122003, India
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 E-mail: procurement@isolaralliance.org
14	23	Deadline for Submission	July 11, 2024 - 11.00 PM (Indian Standard Time)
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Submission by email
15	22	Proposal Submission Address	E-mail: procurement@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 financial proposal <u>must</u> not be provided to ISA until requested by ISA ▪ Max. File Size per transmission: 5 MB

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 is 70%.
18		Expected date for commencement of Contract	August 16, 2024
19		Maximum expected duration of contract	Six months from the signing of contract.
20	35	ISA will award the contract to:	One or more Proposers, depending on the following factors : One contract will be awarded to the organisation for delivering entire scope of work
21	39	Type of Contract	ISA will award one contract
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

Minimum Eligibility and Qualification Criteria

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. JV/Consortium/Sub-contract is allowed under this contract	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 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
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

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

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.		Form D: Qualification Form										
Previous Experience	<table border="1"> <thead> <tr> <th data-bbox="423 310 1019 394">Criteria</th> <th data-bbox="1019 310 1292 394">Documents required</th> </tr> </thead> <tbody> <tr> <td data-bbox="423 394 1019 478">1.1 The bidder shall be from ISA Member/Signatory countries.</td> <td data-bbox="1019 394 1292 478"></td> </tr> <tr> <td data-bbox="423 478 1019 779">1.2 The bidder should have executed minimum 5 assignments of preparation of country-wide/regional prefeasibility study and/or large-scale solar PV capacity roadmap, of which at least 1 assignment on floating Solar PV segment, including business models, financing models, power purchase transaction models etc.</td> <td data-bbox="1019 478 1292 1671" rowspan="7">Provide Copies of work orders and summary of the work</td> </tr> <tr> <td data-bbox="423 779 1019 1010">1.3 The bidder should have experience in undertaking feasibility studies including site-specific technical studies for grid connected ground mounted/floating solar energy projects with a cumulative capacity of 50 MW or more.</td> </tr> <tr> <td data-bbox="423 1010 1019 1205">1.4 The bidder should have experience undertaking feasibility studies including site-specific technical studies for floating solar PV projects for a cumulative capacity of 5 MW or more.</td> </tr> <tr> <td data-bbox="423 1205 1019 1400">1.5 Should have demonstrable experience in providing policy and regulatory advisory services to government, multi-lateral institutions such as multi-lateral development banks, and inter-governmental organizations.</td> </tr> <tr> <td data-bbox="423 1400 1019 1556">1.6 Should have experience in coordination with various stakeholders like policy makers, regulators, power generation & transmission utilities, power distribution companies etc.</td> </tr> <tr> <td data-bbox="423 1556 1019 1671">1.7 The bidder should have a minimum pool of experts to undertake technical studies for floating solar PV projects encompassing:</td> </tr> </tbody> </table>	Criteria	Documents required	1.1 The bidder shall be from ISA Member/Signatory countries.		1.2 The bidder should have executed minimum 5 assignments of preparation of country-wide/regional prefeasibility study and/or large-scale solar PV capacity roadmap, of which at least 1 assignment on floating Solar PV segment , including business models, financing models, power purchase transaction models etc.	Provide Copies of work orders and summary of the work	1.3 The bidder should have experience in undertaking feasibility studies including site-specific technical studies for grid connected ground mounted/floating solar energy projects with a cumulative capacity of 50 MW or more.	1.4 The bidder should have experience undertaking feasibility studies including site-specific technical studies for floating solar PV projects for a cumulative capacity of 5 MW or more.	1.5 Should have demonstrable experience in providing policy and regulatory advisory services to government, multi-lateral institutions such as multi-lateral development banks, and inter-governmental organizations.	1.6 Should have experience in coordination with various stakeholders like policy makers, regulators, power generation & transmission utilities, power distribution companies etc.	1.7 The bidder should have a minimum pool of experts to undertake technical studies for floating solar PV projects encompassing:	Form D: Qualification Form (Previous Relevant Experience)
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1.6 Should have experience in coordination with various stakeholders like policy makers, regulators, power generation & transmission utilities, power distribution companies etc.													
1.7 The bidder should have a minimum pool of experts to undertake technical studies for floating solar PV projects encompassing:													

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.

	<p>1.7.1 Team lead with a minimum experience of 5 years in leading feasibility studies, including site-specific technical studies, for large-scale grid connected solar PV projects, with an experience of leading technical feasibility studies for at least 2 floating solar PV projects.</p>		
	<p>1.7.2 One expert with demonstrable experience in undertaking feasibility studies including site-specific technical studies for floating solar PV projects, with experience of minimum of 2 floating solar PV projects.</p>		
	<p>1.8 Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p>		
Financial Standing*	Minimum average annual turnover of USD 50,000 for the last 3 years		Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability		Form D: Qualification Form

Technical Proposal of Bidders who passes the minimum eligibility criteria will be evaluated.

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience	600
2.	Proposed Methodology, Approach, and Implementation Plan	200
3.	Management Structure and Key Personnel	200
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable	Reference page
1.1	<p>Bidder executed assignments for preparation of country-wide/regional prefeasibility study and/or large-scale solar PV capacity roadmap.</p> <p>I. Min 5 Assignments – 50 Marks II. 6-8 Assignments – 75 Marks More Than 8 Assignments – 100 Marks</p>	100	
1.2	<p>Bidder executed assignments for preparation of country-wide/regional prefeasibility study / project report / roadmap on floating Solar PV segment.</p> <p>I. Min 1 Assignments – 100 Marks II. 2 to 3 Assignments – 150 Marks More Than 3 Assignments – 200 Marks</p>	200	
1.3	<p>Bidder having experience for developing feasibility studies /project report including site-specific technical studies for floating solar PV projects for a cumulative capacity of</p> <p>I. Minimum 5 MW - 100 Marks II. 5 MW to 7 MW – 150 Marks More than 7 MW – 200 Marks</p>	200	
1.4	<p>Bidder having international experience for developing feasibility studies /project report including site-specific technical studies on large-scale solar PV segment (>=1 MWp) in at least two countries.</p>	100	
Total Section 1		600	

Bidder shall submit documentary proof/copy of the orders of relevant assignments/ Self certification with proof by the authorized signatory of the bidder for each assignment for the purpose of technical evaluation.

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points obtainable	Reference page
2.1	Technical Presentation on proposed Methodology, Approach and implementation Plan	200	
Total Section 2		200	

Section 3. Management Structure and Key Personnel		Points	Total Points obtainable	Reference Page
3.1	<p>Team lead with experience in leading feasibility studies, including site-specific technical studies, for large-scale grid connected solar PV projects, including experience of leading technical feasibility studies for at least 2 floating solar PV projects.</p> <p>I. Minimum 5 years - 50 Marks II. 5 to 10 years – 75 Marks More than 10 years – 100 Marks</p>		100	
3.2	<p>One expert with experience in undertaking feasibility studies including site-specific technical studies for floating solar PV projects with experience of</p> <p>I. Minimum 2 projects – 30 Marks II. 3-4 projects – 60 Marks More than 4 projects – 100 Marks</p>		100	
Total Section 3			200	

Kindly provide against each point the reference page number where narration/proof of the response to each of the above point is provided in the bid.

Section 5. Terms of Reference

1. Objective of the Engagement

This study aims to tackle the challenges of land scarcity in Fiji, which hinders the deployment of ground-mounted solar PV projects. An innovative solution that is gaining traction is Floating Solar Technology (FSPV). Not only does FSPV address land constraints, but it also conserves water by minimizing evaporation. Ultimately, the goal is to gather comprehensive insights into the practicality, cost-effectiveness, and environmental impact of FSPV.

2. Background

Fiji relies on a diverse range of energy sources such as hydro, diesel, wood, coal, and petroleum products to meet its energy requirements. The country has set an ambitious target in its 20-year National Development Plan, which aims to generate all power from renewable sources by 2030. To achieve this objective, Fiji will need an additional 120 MW of renewable energy. Energy Fiji Limited (EFL) serves as the primary provider of grid-based power to approximately 90 percent of the population residing on the main islands of Viti Levu, Vanua Levu, and Ovalau. EFL has set a goal of being 90 percent powered by renewable energy by 2025, and it aims to reach 99 percent by 2030.

Having a dependable and high-quality supply of electricity is crucial for driving economic growth. Lack of access to electricity not only diminishes the quality of life but also deprives people from essential services like healthcare, agriculture, education etc. In Fiji, the percentage of the population with access to electricity was 93.79% until 2014, but it increased to 100% in 2020².

In 2021, the total on-grid power generation was 937 GWh and hydro power is currently the leading source of electricity generation in Fiji, contributing 58.47% of the total generated electricity³. Fiji has established five significant hydro power generating plants to meet the country's electricity requirements. Fiji has set a goal of achieving 100% renewable energy power generation, which is expected to result in a reduction of 0.5 MtCO₂ by 2030⁴. Below are the details of category wise installed capacity of power in Fiji.

As per NDC target submitted to UNFCCC, Fiji expressed to reach close to 100% renewable energy power generation (grid connected) by 2030, thus reducing an expected 20% of energy sector CO₂ emissions⁵. Fiji has also enacted climate change Act, 2021 to meet its sustainable development objectives, long-term climate ambition, net-zero emissions target, and thereby protecting Fiji's environment. The solar energy accounts for approximately 9.7MW of the total RE installed capacity. Fiji has also partnered with GGGI for feasibility study of solar PV project in Taveuni Island and Ovalua Island.⁶

Fiji is actively engaged in various solar-related initiatives throughout the country with the aim of mitigating carbon emissions. A number of upcoming solar projects are specifically targeted at meeting the country's future energy requirements.

3. About ISA Programme (Solar Parks/Floating Solar)

The ISA has launched nine thematic programmes to support the member countries in developing solar energy

² Our World in data- <https://ourworldindata.org/energy/country/fiji>

³ NDC Investment Plan, 2022 -https://efl.com.fj/wp-content/uploads/2022/08/EFL-2021-Annual-Report-website_cmpress.pdf

⁴ EFL Annual report-https://fijiclimatchangeportal.gov.fj/wp-content/uploads/2022/12/2022_Fiji-NDC-Investment-Plan.pdf

⁵ <https://unfccc.int/sites/default/files/NDC/2022-06/Republic%20of%20Fiji%27s%20Updated%20NDC%2020201.pdf>

⁶ <https://gggi.org/project/fiji-solar-project-on-taveuni-island/#:~:text=The%201.55%20MW%20solar%20PV%20project%20is%20the,project%20to%20achieve%20the%20100%25%20target%20by%202030.>

resources, as per their needs and priorities, in pursuit of Sustainable Development Goals and Paris Declaration. ISA's programme number 06 – "Solar Parks/floating solar" programme – was launched in the year 2020 and focuses on supporting ISA member countries develop large-scale ground mounted and/or floating solar PV projects. The programme was launched to address the demand of the member countries for large-scale projects to bring about rapid energy transition as well as rapid development of large-scale solar energy sector.

4. Scope of Work

The selected bidder shall carry out the work as per the scope mentioned in this section. For carrying out this study, the successful bidder shall draw a detailed action plan which needs to be presented during the project inception meeting to be held with NFP-ISA and various key stakeholders of the Fiji such as the Water Authority of Fiji, Ministry of Waterways and Environment, Ministry of Infrastructure and Meteorological Services, Department of Energy, Electricity Fiji Limited, River Development, etc.

4.1 Part I: Holistic Assessment for floating solar PV segment in Fiji

- 4.1.1 Prepare country primary energy (supply & consumption) profile and power sector overview including generation portfolio, transmission & distribution capacity (at different voltage level), number of consumers under different categories (residential/domestic, commercial, industrial, agriculture, government and others), power demand and supply gap, power import/export scenario, electricity tariff for different category of consumers, electricity access, power and electricity consumption profile month-wise for an year etc.
- 4.1.2 Identification potential sites (Water bodies, reservoirs, Dams etc.) and capacity for floating solar installations, including hydro-solar hybrid installations.
- 4.1.3 Overview of existing grid infrastructure encompassing, inter alia, transmission line network, substation capacity/line voltages across different regions in the country, demand centres.
- 4.1.4 Assessment of techno-commercial feasibility for installation of floating solar projects.
- 4.1.5 Assessment of financial ecosystem of the country with regard to financing of floating solar PV projects segment (Macroeconomic environment, business models, financing instruments, incentives schemes, portfolio of regional/national banks etc.)
- 4.1.6 Review the existing policies and regulations with respect to solar energy adoption in the country and identify the gaps & challenges and provide the recommendations accordingly to scale up the floating solar PV projects in consultation with concerned administrative ministry and associated departments/agencies of the country.
- 4.1.7 Review the existing floating solar PV projects and capture learnings, best practices and reasons for successes or failures of previously implemented floating solar PV projects including generation capacity, method of implementation, timeframe, business model adopted, performance trajectory, power evacuation scenario, techno-commercial aspects and socio-economic impact of project.
- 4.1.8 Overview of existing business models (PPA under BOO/BOOT, Captive consumption) and financing (prevailing interest rates, interest deferment, sovereign guarantee mechanism, off-taker risk mitigation mechanisms, currency convertibility etc).
- 4.1.9 The selected bidder shall organise two workshops in the country with various stakeholders, as per the requirement of ISA.

4.2 Part II: Assess the potential for FSPV at Vaturu Dam site and prepare a technical pre-feasibility report.

The selected bidder shall select the study area based on initial site visits to the proposed site, considering key

parameters such as type of water body and its purpose, accessibility to the site, ease of power evacuation, anchoring and mooring challenges, availability of space and other logistical considerations such as ease of execution of project etc. The consultant shall conduct initial site assessment to screen the gross area of the water body based on secondary data available, information collected from stakeholders, and data analysis (as required for GIS-based assessment of the sites using satellite imagery available). The selected bidder is required to carry out the following activities as per the requirement of ISA while developing technical pre-feasibility report:

- 4.2.1 Site access, existing infrastructure for grid connection, access to off-site facilities for interconnection, existing interconnection facilities, probable export cable routes and interconnection works and grid connection.
- 4.2.2 General condition of the available surface including shading considerations, and surrounding topography, hydrology and ground conditions for development, construction, and logistical aspects.
- 4.2.3 The assessment shall include the available area, availability of power evacuation infrastructure and evacuation capacities, Local activities and potential utilities of the site, development works & Preliminary environmental and social assessment.
- 4.2.4 Climatic conditions (temperatures, wind, humidity, soiling, rain, etc.).
- 4.2.5 Optimum technological solutions considering Solar PV module technology, size, and configuration, inverters, floating platforms, anchoring & mooring system, transformers etc. and other electrical, electromechanical, auxiliary and protection, control, and monitoring systems that are part of a FSPV system.
- 4.2.6 Power evacuation arrangements for the project considering cable routes, accessibility to substations, etc. and other electrical, electromechanical infrastructure required for grid integration.
- 4.2.7 Solar Energy Resource Assessment and Energy Yield Assessment in per MWp basis considering the optimum technological solutions identified. The assessment must be undertaken for the entire life of the project.
- 4.2.8 Estimated costs per MWp of FSPV (including break-up of cost for PV panels and all BoS components) based on prevailing market conditions and prices.
- 4.2.9 Brief scope of work for required Operation & Maintenance (O&M) of the FSPV and costs involved in per MWp basis. The O&M costs (including routine and periodic) must be assessed for the entire life of the project.
- 4.2.10 Detail all regulatory clearances required for implementing the project.
- 4.2.11 Data regarding reduction in CO₂ emissions and fossil fuel import due to the proposed floating solar PV project(s).
- 4.2.12 Compliance of all type of statutory approvals required for the implementation of identified floating solar PV project in the country.

Note:

- A. For the execution of the above-mentioned tasks, the selected bidder shall closely interact and liaison with ISA and the key stakeholders like policy makers, regulators, power generation, transmission, distribution Utilities, concerned ministries and government departments/agencies etc. of the country.
- B. The selected bidder shall submit the soft copy and appropriate number of translated hard copies of report and other relevant documents as per the requirement of the country.

Detail of the site: The proposed site for floating solar power plant is at Vaturu Dam and the electricity infrastructure GIS map, which shows the 33kV lines and Nagado Power Station relative to the Vaturu Dam is enclosed as **Annexure-A**.

5. Deliverables and Terms of payment:



The timeline and terms of payment for submission of the deliverable/s will be as outlined below:

S. No.	Deliverable	Duration (after signing of contract)	Percentage of total contract value
1	Inception Report	1 week	10%
2	Submission of the draft assessment report with all the deliverables listed in the scope of work.	10 weeks	30%
3	Submission of final assessment report incorporating inputs from ISA and other stakeholders	14 weeks	50%
4	Presentation of findings and recommendations to stakeholders, transportation authorities, funding agencies and potential project investors	16 weeks	10%

Annexure-A



NOTE: UNDERGROUND CABLE MARKINGS ARE INDICATIVE ONLY. EXACT LOCATIONS CAN ONLY BE DETERMINED ON SITE BY EFL'S TECHNICAL SUPPORT TEAM WHO CAN BE CONTACTED ON WEST-9992419. EFL DOES NOT PERMIT OR CONSENT TO ANY WORK BEING CARRIED OUT NEAR ITS ASSETS INCLUDING CABLES BY RELEASING THIS INFORMATION, ANY PARTY PROPOSING TO CARRY OUT ANY WORK NEAR EFL UNDERGROUND CABLE IS REQUIRED TO HAVE ITS LOCATION CONFIRMED FIRST.

 ENERGY FIJI LIMITED <small>HEAD OFFICE 2 MARLOW STREET PRIVATE MAIL BAG, SUVA.</small>	EXISTING EFL OVERHEAD & UNDERGROUND RETICULATION COVERING NAGADO & VATURU AREA, NADI.	Prepared By EFL GIS - SALVIN Date 16.04.2024 Checked By (GIS Coordinator)
	Email: GISOfficeTeam@efl.com.fj Ph:331 3333 Website: www.efl.com.fj	FOR GIS COORDINATOR DATE: 16.04.2024  Scale 1:85,000 (A3)

Section 6: 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 an ISA staff member within the last year, if said ISA staff member has or had prior professional dealings with our firm in his/her capacity as ISA staff member within the last three years of service with the ISA;
- 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 ISA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ISA and we embrace the principles of the ISA Supplier Code of Conduct.

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 an 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 (address, telephone numbers, fax numbers, e-mail address)	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]
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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 as mentioned in the minimum eligibility / evaluation criteria successfully completed in the last 3 10 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	Client & Reference	Contract	Period of activity and	Types of activities
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Assignment	Contact Details	Value	status	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

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

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

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 Specific organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.
- 1.3 Relevance of specialized knowledge and experience on similar engagements for fund-raising 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 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.6 Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]

<p>EDUCATION/ QUALIFICATIONS</p> <hr/>	<p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></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> <hr/> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]

EMPLOYMENT
RECORD/
EXPERIENCE

[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.]

[INSERT]

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

REFERENCES	REFERENCE 1:
	[INSERT]
	REFERENCE 2:
	[INSERT]

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

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL 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.

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees	All Bidders shall quote only one price
Other Costs (if any)	
Taxes (if applicable)	
Total Amount of Financial Proposal	