

**Minutes of Pre-bid Meeting held on 22 May 2023**  
**RFP/15/04/2023-ISA**

**Date: 22/05/2023**  
**Time: 10:30 AM**

Particular No.	Description Provided	Questions	ISA reply
	Electronic submission (email) requirements	If the file is more than 5 MB then how to submit the proposal  How many files are to be submitted	Vendor can submit their proposal through the link for documents.  Only two proposals 1. Technical proposal 2. Financial (Password Protected)
<b>Annex- Terms of Reference – Page No. 23 – Scope of Work</b>	Eligibility and Qualification Criteria	Would this will be part of the technical proposal or need to submit in another file?	Yes, this is part of the Technical Proposal. A financial proposal may be submitted with details of overall costing and component-wise price as mentioned in Request for Proposal (RfP).
		Data, we gather from other sources, are you looking to gather them for 100 associations? If so, what format data or if there a chance for manual Data entry for these associations?	No, we have not mentioned anywhere about 100 associations. The vendor is expected to consider the Ease of Doing Solar (EoDS) report, that is mentioned in the RfP and available on ISA website ( <a href="https://isolaralliance.org/eods2022">https://isolaralliance.org/eods2022</a> ) as the basis for the kind of data that ISA would like to include in the portal. The vendor is expected to supplement the EoDS data by searching through other external websites and reports which are publicly accessible; and then recommend to ISA the indicators/datasets from different sources which should be a part of the portal i.e. useful for ISA and its member countries.  Manual entry may be required – it depends on the type and source of data. Costs towards data procurement will not be borne separately by ISA, these should be included in the vendor’s proposal i.e. part of their financials, however, we recommend that vendors should ideally only consider data that is publicly available i.e. free of cost. The vendor is also expected to liaise with third parties for approval to use their data, where required
		How many nos. of Admin would require for webportal and what estimated no. of users?  What would be the volume for Data Source?	Admin login (i.e. only ISA staff and stakeholders) would be 6 to 7. The portal would be a publicly accessible database, therefore, user login is not required.  Volume of data cannot be defined at this stage. It depends on the indicators/data proposed by the vendor and the portal design. Look at IRENA’s website which includes Renewable Energy data. This website could give a rough idea of what ISA is looking for, but the portal should look at Solar

			alone and should be useful for ISA's member countries.
		For how many languages, SCO activities compliance for member countries?	Only three official languages of ISA - English, French and Spanish.
		What is a current technology platform for EODS  Are you preferring any technology or platform to create this website?	No platform as of now. Currently, EoDS is a publication available as a hard or soft copy (on our website)  Details of preferred technology/platform are mentioned in the RfP. The vendor can propose the any other platform suited for this work (as mentioned in the RfP). Also, the vendor can attach samples of their previous work i.e. platforms designed by them.
<b>Annex- Terms of Reference – Page No. 23 – Scope of Work – (i) – Planning – Clause e.</b>	Review ISA's IT infrastructure including website to gauge the portal's requirements such as server space, front- and back-end software, <b>licenses</b> and any other systems required to develop, launch, maintain and update the portal;	5. Our understanding is that ISA will procure any licenses for software Dashboard tools like BI - Power BI or Tableau, etc., front & back-end tool like .Net MVC, etc., DB tool like MS SQL Server, etc. Please advise or alternately suggest if the vendor is supposed to consider open-source tools for portal and / or dashboards.	Details are mentioned in the RfP.The agency will have to work with ISA to procure relevant licenses.