



Response to Queries Raised During Pre-Bid Meeting - RFP for Hiring of Firms for Assessment work in FIJI for development of Solar Rooftop Projects and preparation of DPR

Date: 22/09/2023

Brief Description: RFP for Hiring of Firms for Assessment work in FIJI for development of Solar Rooftop Projects and preparation of DPR

Date: September 11, 2023

Time: 10:30 Hours to 11:00 Hours (IST)

ISA officials were present in the pre-bid meeting to provide clarification to the queries. In order to bring the uniformity and clarity among the prospective bidders on various terms and conditions as mentioned in the RFP document, the queries received from bidder(s) during the pre-bid meeting were discussed and clarified. The clarifications arrived thereof are indicated as under:

S No.	Reference	Clause	Clarification/ Query	ISA Response
1	Section 2. Instruction to Bidders General Provision Point 14 Joint Venture, Consortium or Association	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	We request the authority to kindly allow up to three numbers of entities to form a JV. (Lead partner+2 JV partner)	Acceptable. However, each entity has to furnish the details of the credentials regarding the substantial work carried out in the relevant area.

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		<p>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>		
2	Pg-18, Section 3. Bid Data Sheet Point No 18	Currency of Proposal (Indian Rupees or United States Dollar)	Request you to clarify on what exchange rate should be used for the conversion. Since different bidders might quote prices based on various exchange rates, it could lead to cost discrepancies that might affect their financial proposals.	The exchange rate of the date of final bid submission date will be applicable.
3	Pg-21 Section 1. 1.2 Bidder's qualification, capacity and experience	Should have experience of conducting detailed surveys (Physical & Desktop), including energy demand, consumption pattern of the buildings for the purpose of conceiving and formulating feasibility reports/detailed project reports for Solar Rooftop (SRT) Projects. (Minimum projects executed = 3)	Request you for clarification on the same. Does this imply that if a company has completed more than 3 projects of a similar nature, the firm will automatically receive 200 points? Could you kindly provide clarification regarding how the total points are allocated based on the number of projects, as the current eligibility	The points will be allocated based on the number of projects executed. The figure mentioned in RFP is minimum number required.

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		Points obtainable-200	requirement appears to be very generic?	
4	Pg-21 Section 1. 1.2 Bidder's qualification, capacity and experience	Capacity of the single largest project undertaken- Points obtainable 100	Request you for clarification on the same. Request you to please clarify on the bifurcation on the total points obtainable based on the capacity ranges of similar projects, as this eligibility requirement is very subjective.	The points will be allocated based on the capacity of projects executed.
5	Pg-21 Section 1. 1.3 Bidder's qualification, capacity and experience	Number of countries in which similar works have been carried out- Points obtainable 100	Request you for clarification on the same. Request you to please clarify the minimum number of countries with similar work experience required to achieve a full mark. At present, this criterion is very subjective. We also request the authority to consider the experience of the Bidding entity rather than showcasing the experience of the parent company or sister company. The same can be confirmed from the issued work orders.	The points will be allocated based on the number of countries in which projects were executed.
6	Page 23 Payment Terms	50% of the contract value after completion of Physical Surveys and submission of first draft of DPR after consultation with all stakeholders Balance 50% of the contract value on submission of final DPR and other	We request the authority to kindly consider the following payment terms with the provision of Bank Guarantee for Advanced Payment: • 20% as advance after signing the contract	The prevailing payment terms as per RFP shall prevail.

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		relevant documents after the required revisions and duly approval by ISA and Member Country.	<p>(against submission of bank guarantee)</p> <ul style="list-style-type: none"> • 50% of the contract value after completion of Physical Surveys and submission of first draft of DPR after consultation with all stakeholders • Balance 30% of the contract value on submission of final DPR and other relevant documents after the required revisions and duly approval by ISA and Member Country. <p>As the project involves site surveys in distributed locations and extensive travel as well across different islands in Fiji a certain advance would help the bidder to cover certain cost for the same.</p>	
7	Page 25 3.0 Key deliverables	The selected bidder shall also assist ISA in arranging training programme & workshops during country missions in country	We request the authority to clarify on whether the bidder need to account for the cost of such training programme & workshops (including cost of venue, food, travel cost of participants or any other out of pocket cost required for organizing these events etc) or these costs would be in ISA's scope.	Bidder to take in to account all such cost in their proposal.
8	Page 25 3.0 Key deliverables	Preparation of standard project documents like model bidding document, Power Purchase	As per this clause, it is not clear if preparation of standard documents are part of the scope of work or not. Since there	This requirement will be decided after consultations with our member country

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		Agreement, Concession Agreement etc. (wherever required) as per the country requirement.	is cost associated with the preparation of these standard project documents. Hence, we request authority to confirm if preparation of these standard project documents are part of the present scope of work.	during execution of the contract.
9	Page 27 Annexure	Annexure: Table on List of Buildings, Island, Other details	<p>Our understanding is that the survey needs to be carried out only on the List of 12 buildings provided and not on the households mentioned in other details column of annexure. Based on survey and energy demand of identified 12 buildings, consultant has to propose the capacity of rooftop solar projects. Request you to please confirm if our understanding is correct.</p> <p>In that case, please also provide significance of other details provided in the annexure.</p>	The List of 12 buildings as envisaged for the assessment work is already included in the RFP.
10	Page 27 Note	The selected bidder shall submit the soft copy and appropriate number of translated hard copies of DPRs and other relevant documents as per the requirement of the country.	We request the authority to clarify on the number of copies of DPR that needs to be translated. Also, we request the authority to clarify to what language shall the DPR's be translated to.	This requirement will be decided after consultations with our member country during execution of the contract.

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11	Page 19 Section 3. Bid Data Sheet Point 14	Deadline for Submission September 18, 2023 - 7.00 PM (Indian Standard Time)	We request the authority to extend the deadline for submission by another 3 weeks, as for the project bidders need time to partner with local company for surveys. Further most of the clarifications to the queries will be addressed only 1 week ahead of submission date, until which a bidder cannot bid for the project. After confirmation on clarity on the tender 1-week time is too less for submission of the bid.	The deadline for submission is extended till 30 th September'2023.
12	Pg 21 Section 4: Evaluation criteria Section 1. Bidder's qualification, capacity and experience	Bidder's qualification, capacity, and experience	We request the authority to clarify that for bidders going ahead in a consortium, the experience of the consortium will be counted and not only of the lead bidder.	Acceptable. However, each entity in consortium needs to furnish the details of the credentials regarding the substantial work carried out in the relevant area.
13	Pg 22 Section 4: Evaluation criteria Section 2: Proposed Methodology, Approach, and Implementation Plan	Section 2.2: Should have experience in commercial documentation like PPA, Concession agreements, payment security instruments, bidding documents for selection of Renewable Energy Service Companies (RESCOs) etc. (The documents should have been produced and accepted by Funding	We request the authority to clarify if experience in other domains, in addition to solar rooftop, can be counted? As we have extensive experience of preparation of standard documents for other sectors project as well.	Not required to be submitted whatever not relevant to the RFP.

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		agency/ Beneficiary) Section 2.3: Should have experience/capability in coordination with various stakeholders like policy makers, regulators, power generation, transmission, and distribution utilities		
14	Pg 25 3.0 Key Deliverables	3.2 Execute solar rooftop assessment for the identified buildings (Annexure-1) based on the site survey	<p>We request you to confirm whether any pre-feasibility study has been conducted. If yes, request you to please provide the estimated capacity of rooftop solar project based on the pre-feasibility study. If possible, please also share the pre-feasibility report which will help us streamline the survey works based on the capacity of solar plant to be setup in each buildings.</p> <p>We would further request the authority to provide age, type of the buildings. Please also clarify if the Structural Drawings for the buildings are present. This will help us get insights on aspects like strength of different structural elements, structural materials, grade, size and placement of reinforcement, strength of the building and help assess the capacity of solar plant based</p>	The selected bidder to carry out the activities in line with the requirement of RFP.

S No.	Reference	Clause	Clarification/ Query	ISA Response
			on the loading strength of the building.	
15	General	Budget	We request the authority provide a tentative allocated budget for the assignment which will help us in finalizing the financial proposal.	This is still being worked out and hence not available.
16	Annexure -1. Terms of Reference, clause 3.6		Regarding assisting ISA in arranging training programme & workshops. Request to kindly provide us the details of training and workshops, number of days for training, number of persons to be trained and the location of training & workshop. This will help us for preparation of most competitive proposal.	This requirement will be decided after consultations with our member country during execution of the contract.
17	Annexure -1, Terms of Reference, clause 3.8		Our proposal pertains to preparation of bankable DPR. Please confirm the preparation of projects documents like model bidding document, PPAs. concession agreement is in the scope of the project.	This requirement will be decided after consultations with our member country during execution of the contract.
18	Annexure -1 , Terms of Reference		Under note. WAPCOS presume that site assessment shall be covered as per the below : Fiji Islands: Restricted to given twelve (12)	The List of 12 buildings as envisaged for the assessment work is already included in the RFP.

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			buildings.	
19			Please clarify whether ISA will facilitate engagements with host country ministries, agencies and stakeholders to collect the necessary information for the preparation of DPRs.	The responsibility of the successful bidder is to collect all primary data from the member country. Further ISA will facilitate the engagement of the successful bidder with National Focal Point of Member country , whenever possible.
20			Please clarify whether ISA will facilitate in arranging the Visa for travel.	ISA may assist for the same wherever possible. However the bidder has to undertake all VISA formalities on their own.
21	Section 3, Payment terms,		considering the remote location of the sites required for conducting surveys and data collection which involves the travel expenses prior for data collection. Request ISA to kindly consider 20% advance payment and rest shall be 50% against Draft DPR and 30% against final DPR.	The prevailing payment terms as per RFP shall prevail.

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22			Please clarify whether the approving authority of the DPR is client country or the ISA. Also please clarify whether the DPRs to be prepared as MNRE guidelines?	The DPR shall be submitted to ISA and acceptance of ISA as well as the Member country will be required.
23			Please indicate the estimate budget or level of effort (LOE) for the captioned project.	This is still being worked out and hence not available.
24			Please inform the timeline for approval of DPR from client country/ISA. Is it within four (4) months of stimulated schedule?	The approval of DPR shall be expedited from ISA and Member country after submission by the selected bidder.
25	Scope	Execute solar rooftop assessment for the identified buildings (Annexure-1) based on the site survey	How many site visits are envisaged during the contract period? Owing to the cyclone-prone area, and the cyclone season starting from November onwards, how are the logistics and other arrangements ensured?	Bidder to comply the requirements as mentioned in RFP.
26	Scope	The selected bidder shall also assist ISA in arranging training programme & workshops during country missions in the country.	Please confirm the Number of workshops/training programs and whether these would be in Physical OR Virtual form.	This requirement will be decided after consultations with our member country during execution of the contract.

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27	Scope	The selected bidder shall submit the soft copy and the appropriate number of translated hard copies of DPRs and other relevant documents as per the requirement of the country	Please confirm the Number of copies to be submitted as Hard copies.	To be decided by the successful bidder after consultations with our member country during execution of the contract.
28	Scope	PPA and other agreement preparation	<p>We understand that Grid not being there in many of the locations mentioned, so the PPA will be for a stand-alone hybrid system? Is the expectation for a 24-hour power supply and if yes whether the PPA include designs for batteries Diesel backup generator and an appropriate Hybrid inverter?</p> <p>The Solar rooftop systems are to be essentially off-grid kindly describe the nature of parties for PPA. Whether only drafts to be prepared for PPA and other documents or do they need to be approved by the stakeholders?</p>	To be decided by the successful bidder after consultations with our member country during execution of the contract.
29	Scope	List of buildings for potential installation	<p>Please confirm if the building has a safety certification in place for the building's rooftops.</p> <p>Please confirm whether we can assume that the relevant local authority that owns</p>	The same to be included in the recommendations of DPR to be prepared by the selected bidder.



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			the asset will provide a Building Fitness certificate and Cyclone Fitness certificate to accommodate the rooftop solar system including the mounting structure.	
30	Payment Terms	Stakeholders	Who are the stakeholders as mentioned in payment terms? Does ISA will ensure coordination with all?	The responsibility of the successful bidder is to interact with all the stakeholders in the member country. Further ISA will facilitate the engagement of the successful bidder with National Focal Point of Member country , whenever possible.
31	Payment Terms	50% of the contract value after completion of Physical Surveys and submission of the first draft of DPR after consultation with all stakeholders	Considering the risks involved in the scope of work, we propose modification in the payment terms as below:	The prevailing payment terms as per RFP shall prevail.
32	Payment Terms	Balance 50% of the contract value on submission of final DPR and other relevant documents after the required revisions and duly approval by ISA and Member Country.	30% on award of work	

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33	Scope	Statutory compliances	Please share the list of compliances to be fulfilled. Is preliminary ESIA part of DPR or it is waived?	Bidder to comply the requirements as mentioned in RFP.
34	Scope	Duration of Contract	We understand that the working time in Fiji is limited owing to the cyclone season, challenges in logistics, and compliance requirements, four months would not be sufficient. Considering this the project duration may be extended by another four months, making it 8 months in total.	Bidder to comply the requirements as mentioned in RFP.
35	Scope	Deadline for submission of Bid	Considering the very little time available for the preparation of the proposal and coordinating with local partners, we request for extension of the proposal submission deadline by 10 working days.	The deadline for submission is extended till 30 th September'2023.
36		BDS 8: Liquidated Damages:	Given that the project geographies are extremely remote and any delay in project performance may arise due to several factors including local conditions that may not be attributable and beyond the control of the selected consultant, we request that this clause is withdrawn.	The clause is integral part of GTB and cannot be waived off
37		BDS 14: Deadline for Submission:	We request that the deadline for submission of the proposals is extended by	The deadline for submission is extended till 30 th

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			three (3) weeks, i.e., 09 October 2023, which is also one month after the pre-bid meeting date. This will enable us to submit a quality and competitive proposal after getting necessary feedback during the pre-bid meeting and conducting adequate due diligence to support our approach and pricing, considering the proposal requirements and remote geography.	September'2023.
38		BDS 17: Evaluation Method for the Award of Contract:	The combined scoring method indicated is "70%-30% distribution for technical and financial proposals respectively". Given uncertainties involved in the nature of the work due to extremely remote geographies, we request that the evaluation criterion is based on quality-based selection (QBS) or 90% - 10% distribution for technical and financial proposals based on quality and cost-based selection (QCBS).	The evaluation process is integral part of tender document and cannot be changed.
39		Section 4. Evaluation Criteria: Section 3. Management Structure and Key Personnel:	Please clarify if one expert could be allowed to take more than one key personnel role.	Not preferred
40		Annexure 1: Terms of Reference:	a. Please clarify if ISA will facilitate engagements with host country	The responsibility of the successful bidder is to collect

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			<p>ministries, agencies, utilities, and beneficiaries to collect appropriate data and to access the indicated sites.</p> <p>b. Please clarify if ISA will facilitate and coordinate with host country ministries/agencies to provide security to the consultant for in-county travel and to access the indicted sites, if required.</p>	<p>all primary data from the member country. Further ISA will facilitate the engagement of the successful bidder with National Focal Point of Member country , whenever possible.</p>
41		FORM B: Bidder Information Form:	<p>As one of the highly recognised firms with longstanding record of providing services to almost all development partners, we request ISA to withdraw the following requirements, or clarify that these are not mandatory requirements.</p> <ul style="list-style-type: none"> i. UNGM registered vendor ii. Quality Assurance Certification iii. Accreditation such as ISO 14001 related to the environment iv. Local government permit to locate and operate in the assignment locations (we propose that these be facilitated by ISA, please clarify) 	Not Mandatory
42			We would request that the estimated budget, and/ or estimated Level of Effort	This is still being worked out and hence not available



S No.	Reference	Clause	Clarification/ Query	ISA Response
			(LOE) for each of the RFPs can be clarified.	
43		Payment Terms	Given the expenses involved in travelling to these remote locations conducting surveys and stakeholder consultation after mobilizing the team, we request ISA to consider 20% advance payment, with the rest of the contract amount divided into the draft and final DPR (i.e., 40% each).	The prevailing payment terms as per RFP shall prevail.
44			The details of local partners if any , need to be mentioned along with the bid.	As per RFP, The consulting firm should provide credentials, through adequate references or documentation, their current local presence in the ISA focus regions.
45			Are there any legal / other documents template available or there will be need to start from scratch.	Bidder to comply the requirements as mentioned in RFP.
46			In the key deliverables, the selected bidder shall be doing one or more of the mentioned work. What does it mean?	Bidder to comply the requirements as mentioned in RFP. However, the same shall also be discussed with the member country during



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				execution of the contract.
47			Design requirements- Will the buildings be Grid connected or battery storage system also need to be offered.	Bidder to assess the identified buildings case to case basis and provide the techno-commercial solution for each building in the bankable detailed project report.