

REQUEST FOR PROPOSAL

For Technical Support To ISA Secretariat For
Solar Waste Recycling Landscape Study and Strategy for Sustainably
Managing Solar Waste in India

RFP No.: 1/7/2021-ISA

Country: India

Issued on: 5 October 2021

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

27.	Evaluation of Proposals	10
28.	Preliminary Examination	10
29.	Evaluation of Eligibility and Qualification	10
30.	Evaluation of Technical and Financial Proposals.....	11
31.	Due Diligence	11
32.	Clarification of Proposals	12
33.	Responsiveness of Proposal.....	12
34.	Nonconformities, Reparable Errors and Omissions	12
E.	AWARD OF CONTRACT	12
35.	Right to Accept, Reject, Any or All Proposals.....	12
36.	Award Criteria	13
37.	Right to Vary Requirements at the Time of Award.....	13
38.	Contract Signature	13
39.	Performance Security	13
40.	Bank Guarantee for Advanced Payment	13
41.	Liquidated Damages	13
42.	Payment Provisions	13
43.	Other Provisions	13
	Section 3. Bid Data Sheet.....	15
	Section 4. Evaluation Criteria.....	18
	Section 5. Terms of Reference	23
	Context setting	23
	Objective	24
	SCOPE OF WORK.....	24
	Proposed Methodology	27
	Deliverables.....	27
	Timeline:	27
	The engagement is expected to start from October 30 th , 2021 and will be for a period of 8 months from the date of signing of the contract. The bidders are expected to tailor their approach considering COVID-19 pandemic taking into account its implications on the execution of the assignment.....	28
	Section 6: Returnable Bidding Forms / Checklist	29
	Form A: Technical Proposal Submission Form	30
	Form B: Bidder Information Form.....	31
	Form c: qualification form	32
	Form D: Format of Technical Proposal	34
	Form E: Financial Proposal Submission Form	40

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: Qualification Form
 - Form D: Format of Technical Proposal
 - Form E: Financial Proposal Submission 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:

Name: Sudhakar Upadhyay
Title: Administrative Officer
Date:

Section 2. Instruction to Bidders

A. 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 UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.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>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by ISA to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of ISA. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to ISA, and seek ISA' s confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <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

	<p>procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to ISA’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the ISA</p>
6. Cost of Preparation of Proposal	<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>
7. Language	<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>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<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>
10. Technical Proposal Format and Content	<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,</p>

	such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	<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>
12. Proposal Security	<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 <p>12.6 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>
13. Currencies	13.1 All prices shall be quoted in the currency or currencies indicated in the BDS.
14. Joint Venture, Consortium or Association	Not Applicable.
15. Only One Proposal	<p>15.1 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"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or

	<p>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</p>
<p>16. Proposal Validity Period</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>17. Extension of Proposal Validity Period</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>18. Clarification of Proposal</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>19. Amendment of Proposals</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>20. Alternative Proposals</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>21. <i>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 disseminated on the procurement website. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>
<p>C. SUBMISSION AND OPENING OF PROPOSALS</p>	
<p>22. <i>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.</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.
<p>23. <i>Deadline for Submission of Proposals and Late Proposals</i></p>	<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>
<p>24. <i>Withdrawal, Substitution, and Modification of Proposals</i></p>	<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), except if the bid is withdrawn after the bid has been opened</p>

<p>25. <i>Proposal Opening</i></p>	<p>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.</p>
<p>D. EVALUATION OF PROPOSALS</p>	
<p>26. <i>Confidentiality</i></p>	<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>
<p>27. <i>Evaluation of Proposals</i></p>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. ISA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<p>28. <i>Preliminary Examination</i></p>	<p>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.</p>
<p>29. <i>Evaluation of Eligibility and Qualification</i></p>	<ul style="list-style-type: none"> a) Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria). b) In general terms, vendors that meet the following criteria may be considered qualified: c) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers. d) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, e) 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; f) They are able to comply fully with ISA General Terms and Conditions of Contract; g) They do not have a consistent history of court/arbitral award decisions against the Bidder; and h) They have a record of timely and satisfactory performance with their clients. i) The consulting firm should provide credentials, through adequate references or documentation, of the following qualifications: j) Current local presence in the ISA focus countries. Past experience of working with ISA and/or with multilateral/international organizations will be an added advantage

<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, ISA may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals submissions, ISA will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">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 style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</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

	<p>business transpires, with or without notice to the Bidder;</p> <p>f) Other means that ISA may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<p>32. Clarification of Proposals</p>	<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>
<p>33. Responsiveness of Proposal</p>	<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>
<p>34. Nonconformities, Reparable Errors and Omissions</p>	<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 prevail. <p>34.4 If the Bidder does not accept the correction of errors made by ISA, its Proposal shall be rejected.</p>
<p>E. AWARD OF CONTRACT</p>	
<p>35. Right to Accept, Reject, Any or All Proposals</p>	<p>35.1 ISA reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for ISA’s action. ISA shall not be obliged to award the contract to the</p>

	lowest priced offer.
36. Award Criteria	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.
37. Right to Vary Requirements at the Time of Award	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.
38. Contract Signature	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.
39. Performance Security	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.
40. Bank Guarantee for Advanced Payment	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.
41. Liquidated Damages	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.
42. Payment Provisions	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 effected by bank transfer in the currency of contract.
43. Other Provisions	<p>43.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, ISA shall be entitled to same lower price. The ISA General Terms and Conditions shall have precedence.</p> <p>43.2 ISA is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The ISA General Terms and Conditions shall have precedence.</p> <p>43.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p> <p>43.4 Termination: Either Party may terminate the Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other Party.</p> <p>43.5 ISA may terminate the Contract at any time by providing written notice to the Contractor in any case in which the mandate of ISA applicable to the performance of the Contract or the funding of ISA applicable to the Contract is curtailed or terminated, whether in whole or in part. In addition, unless otherwise provided by the Contract, upon sixty (60) day's advance written notice to the Contractor, ISA may terminate the Contract without having to provide any justification therefor.</p>

	<p>43.6 Penalties: If the contractors fails to complete the works within the time specified in the contract, the supplier will pay the procuring entity liquidated damages for each calendar day of delay (1%) of the price of the contract, up to a maximum percentage of the final price of the contract. The procuring entity will be entitled to deduct any liquidated damages from the supplier's outstanding invoices, if any.</p>
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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	Not Applicable
5	16	Proposal Validity Period	180 days
6	12	Bid Security	NIL
7	42	Advanced Payment upon signing of contract	Not Allowed
8	41	Liquidated Damages	Will be imposed as follows: 1% of contract price per day of delay subject to maximum of 30 days of delay (30% of contract amount), after which ISA may terminate the contract.
9	39	Performance Security	Required 10% of the Contract Amount
10	13	Currency of Proposal	Local currency Indian Rupees
11	18	Deadline for submitting	5 days before the submission deadline

		requests for clarifications/ questions	
12	18	Contact Details for submitting clarifications/questions	Focal Person in ISA: Mr. Shishir Seth, Chief of Unit (Governance and Partnership), ISA Secretariat E-mail: shishir.seth@isolaralliance.org Address: International Solar Alliance
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
14	23	Deadline for Submission	26 th October 2021
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 75%.
18		Expected date for commencement of Contract	October 30, 2021
19		Maximum expected duration of contract	Assignment is required to be completed within Six Months of award.

20	35	ISA will award the contract to:	One Proposer Only
21	36	Type of Contract	ISA will award contract to one Consultancy firm.

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

Eligibility and Qualification will be evaluated on Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. JV/Consortium/Sub-contract is not 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

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.		Form D: Qualification Form
Previous Experience	Sl. No.	Criteria	Documents required
	1.	A cumulative contract value of a minimum of INR 5 Crores related to market assessment and policy and regulatory support in solar space implemented over the last 3 Years	Provide Copies of work orders
	2.	Past experience of the organization as detailed out in subsequent sections	Provide Copies of work orders
Financial Standing	Minimum average annual turnover of INR 20 Crores 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.

challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical and Financial Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	500
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	150
	Total	1000

Definition	Similar work/assignment: "Experience in the areas outlined below in Section 1	
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Section 1. Bidder's qualification, capacity and experience		Points obtainable	Reference page
1.1	Past experience on engagements related to circular economy (minimum of 2 projects in the last 5 year)	150	
1.2	Expertise in undertaking detailed study on solar panel value chain (minimum 3 projects in the last 5 years)	150	
1.3	Expertise in undertaking analysis related to policy and regulations or providing policy advocacy support to government institutions in solar space (minimum of 5 projects in the last 5 years) specifically for ISA Member Countries	100	
1.4	Expertise in conducting primary survey and discussions with key stakeholders in the solar space (minimum of 3 projects in the last 5 years)	50	
1.5	Existing relationship and connects with key stakeholders of solar value chain across the globe and experience of working with donor agencies	50	
Total Section 1		500	

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	Understanding of the requirement: Have the important aspects of	100	

	the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	50	
2.3	Details on how the different service elements shall be organized, controlled and delivered	50	
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50	
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50	
2.6	Presentation on Approach & Methodology	50	
Total Section 2		350	

Section 3. Management Structure and Key Personnel		Points	Total Points obtainable	Reference Page
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		50	
3.2	Qualifications of key personnel proposed			
3.2 a	Team Leader		50	
	- At least 12 years of experience working in energy sector specializing in RE strategy	10		
	- Prior work experience in undertaking primary and secondary research in RE (especially solar) space	40		
	- Deep understanding and prior work experience in policy advocacy			
	- Prior experience in projects related to sustainable waste management in India			
3.2 b	Team Member 1		25	
	- Minimum experience of 3 years working in solar space with experience in market assessment and policy and regulatory study.	25		
	- Proven experience of writing detailed reports and developing presentations is desirable			
3.2 c	Team Member 2		25	

	<ul style="list-style-type: none"> - Minimum experience of 3 years working in solar space with experience in market assessment and policy and regulatory study. - Proven experience of writing detailed reports and developing presentations is desirable 	25		
Total Section 3			150	

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

Section 5. Terms of Reference

About International Solar Alliance (ISA)

The International Solar Alliance (ISA) was conceived as a coalition of solar-resource-rich countries (which lie either completely or partly between the Tropic of Cancer and the Tropic of Capricorn) to address their special energy needs. The ISA will provide a dedicated platform for cooperation among solar-resource-rich countries, through which the global community, including governments, bilateral and multilateral organizations, corporates, industry, and other stakeholders, can contribute to help achieve the common goal of increasing the use and quality of solar energy in meeting energy needs of prospective ISA member countries in a safe, convenient, affordable, equitable and sustainable manner.

The ISA has been conceived as an action-oriented, member-driven, collaborative platform for increased deployment of solar energy technologies to enhance energy security and sustainable development, and to improve access to energy in developing member countries. All UN Member states are its prospective member countries and currently boasts a membership of 79 countries with additional 19 countries having signed its Framework Agreement. The ISA will not duplicate or replicate the efforts that others (like International Renewable Energy Agency (IRENA), Renewable Energy and Energy Efficiency Partnership (REEEP), International Energy Agency (IEA), Renewable Energy Policy Network for the 21st Century (REN21), United Nations bodies, bilateral organizations etc.) are currently engaged in, but will establish networks and develop synergies with them and supplement their efforts in a sustainable and focused manner.

As guided by the Framework Agreement of the ISA, the interests and objectives of the ISA are as follows:

- To collectively address key common challenges to scale up solar energy applications in line with their needs;
- To mobilize investments of more than USD 1,000 billion by 2030;
- To take coordinated action through programmes and activities launched on a voluntary basis, aimed at better harmonization, aggregation of demand, risk and resources, for promoting solar finance, solar technologies, innovation, R&D, capacity building etc.;
- Reduce the cost of finance to increase investments in solar energy in member countries by promoting innovative financial mechanisms and mobilizing finance from Institutions;
- Scale up applications of solar technologies in member countries, and
- Facilitate collaborative research and development (R&D) activities in solar energy technologies among member countries; and
- Promote a common cyber platform for networking, cooperation and exchange of ideas among member countries.

Context setting

There has been rapid adoption of solar energy globally, primarily driven by a combination of government policies and declining costs. The International Energy Agency (IEA) has reported that the global solar photovoltaic (PV) installed capacity is expected to increase to over 1,600 Gigawatts (GW) by 2030². The global shift towards renewable energy has given rise to its own challenge- end-of-life solar waste. While

² [Heedful of solar waste, December 2018, Millennium post website, accessed on 2 September 2019](#)

solar technologies enable the use of green energy, the components used for generating electricity are themselves not biodegradable. According to a study conducted by an energy consultancy firm, the PV waste volume in India alone is estimated to grow to 200,000 tonnes by 2030 and around 1.8 million tonnes by 2050³.

While the lifespan of PV panels is 25–30 years, studies have highlighted that various factors can result in the early retirement of the panels. These include improper installation, minor manufacturing defects, poor maintenance and unfavorable climatic conditions. With waste recycling still at a nascent stage globally both in terms of technical standards and physical infrastructure, solar waste accumulation after their retirement is a key challenge, especially for the technologies using toxic materials.

Countries need to address these issues and understand the potential in the solar waste recycling market. In some countries, retired panels are often dealt with by the unorganized sector that is characterized by poor recovery rates and pollution. It becomes important to analyze and adopt global best practices that can help turn this market into a circular economy model. For instance, the European Union's Waste Electrical and Electronic Equipment (WEEE) directives impose recycling requirements on solar panel manufacturers and mandate the fabrication of new panels using recycled components. In Japan, voluntary guidelines have been issued by the Japan Photovoltaic Energy Association (JPEA) to ensure recycling of solar PV modules.

This calls for a regulatory framework that supports mechanisms around recycling solar waste. An effective implementation plan involving various stakeholders from both public and private sector needs to be established. Appropriately done, this can provide countries with a significant economic opportunity and establish a formal recycling mechanism with the involvement of relevant authorities/stakeholders for the collection and recovery of solar waste.

Objective

UNEP and International Solar Alliance (ISA) propose to commission an assessment study for end-of-life waste resulting from solar panels and their systems, with a specific focus on India whilst drawing insights from other countries. The study would result in a report that includes:

- i. a **material flow analysis** of solar energy equipment (solar PV, batteries, inverters, pumps and any other common solar waste) with a focus on recycling and disposal of PV modules according to their technology and material content,
- ii. estimates of the **magnitudes/amounts of solar waste generated** in recent decades and forecast for India, considering PV solar deployment targets
- iii. **identification of existing constraints**, including policy/ regulatory frameworks, financial, social, infrastructural, and technological, that may be hindering solar waste recycling in India, and
- iv. **recommendations/considerations for informed decision making** for scaling up solar recycling in India through appropriate action at household, municipal, state and national levels.

SCOPE OF WORK

The scope of work would specifically include the following workstreams:

³ [Solar E-waste, 12 April 2019, accessed on 2019](#)

Solar Waste Recycling Landscape Study

Review of Literature:

- Review national level policies and regulations around end-of-life management of electronic waste and specifically solar waste in India, to identify drivers and gaps in promoting solar waste recycling
- Review the existing global technical standards and frameworks that provide a methodology/guidance for waste management of solar panels, depending on their technology and hazardous material content.
- Review and benchmark best practices from other solar-resource rich countries (especially similar emerging economies and ISA member countries) including regulations, directives, schemes and programs for end-of-life management of solar waste including those under Extended Producer Responsibility (EPR)
- Review major existing initiatives and programs on Solar Waste Management in India as well as globally, including those led by industry associations, private sector companies, public-private partnerships as well as bilateral and multilateral agencies, around infrastructural development, promotion of innovative technologies, processes etc. for facilitating circularity in solar waste management
- Based on the above critical review, identify good practices across regulatory, institutional, technology, and financing aspects based on global experience, that can be applied/scaled in the Indian context for promoting solar waste recycling in India
- For all of above supporting /links to be provided as part of the output.

Material Flow Analysis

The consultant will firstly review the amount of modules having been implemented so far according to their technologies, looking especially at the hazardous materials contained such as cadmium, lead, antimony, fluorine, etc.), secondly conduct a diagnostic assessment of key institutional, policy, financial, governance and service delivery systems for solar waste recycling across various jurisdictions in India. ISA will provide a list of potential members that will actively be part of the study and can be consulted. The sampling of regions should be representative of major hotspots identified in the literature review. The methodology will have to be proposed, discussed and agreed between UNEP and ISA during the inception phase of the study. To conduct the material flow analysis the consultant will assess the following aspects:

- Baseline survey through quick technical and socio-economic surveys: This would involve assessment of existing literature, as well as policy and technical aspects to establish the baseline data required for planning the solar waste recycling landscape. Such surveys would include primary data collection from key stakeholders such as solar power producers, solar waste recycling units, NGOs etc, in India, in order to specifically collect ageing rates and average estimated lifetimes technology-wise, and the shares of the various technologies used in the field.

- Map the material flows of solar waste recycling to develop a comprehensive understanding of the following:
 - potential hotspots that use solar installations such as rooftops, pumps etc. and establish the volume of waste generation according to the technologies being installed and the specifications used when procuring the PV panels
 - volume and type of solar waste generated and categories of waste generators (commercial, residential etc.). The analytical diagnostics shall also determine the type of waste components that are recyclable/reusable and those which are not, the level of hazard, and detail out various scenarios for future trajectory of solar waste generation in India
 - estimated recovery volumes and existing end-of-life systems and processes (recycling and disposal) for various components based on different regions depending on the ageing rate and the lifetime assessment per technology and the efficiencies of the recycling processes
 - economics around different end-of-life treatment systems such as cost of recycling/reprocessing solar waste
 - environmental impacts of the various treatment systems
 - existing collection and segregation infrastructure/facilities
 - available technologies and major market players in solar waste recycling

Strategy for sustainably managing solar waste in India

- Based on the above analysis, identify and profile key stakeholders across the solar waste recycling value chain, including manufacturers, consumers, institutions at national/international level, relevant regulatory authorities, private sector organisations/industry associations, informal groups, recyclers, research organizations and/or corporate/industry led platforms working on solar waste recycling measures; with the aim to understand their priorities, current and potential role as well as engagement mechanisms.
- Identify existing challenges in solar waste recycling including gaps in policy, regulations regarding the hazardous material content, infrastructure, technology, funding etc.
- Identify interventions and opportunities to address the challenges in the sector, across policy (e.g greener procurement with more stringent specifications, extended producer responsibility, pricing etc.), infrastructure, technology, funding etc.
- Highlight frontier technologies in designing for environment with an objective to promote circularity through the life-cycle of solar solutions. .
- Identify links with the relevant Sustainable Development Goals and suggest a core sets of indicators to systematically monitor at national level production, consumption and recycling of solar materials.
- Propose a strategy for reducing the waste issue and then sustainably managing solar waste in India

Inputs for ISA's strategy for solar waste management in Member States

Based on the research findings, develop a high-level engagement strategy for ISA to contribute towards promoting an enabling environment for solar waste reduction and management.

- This would include an analysis of the identified gaps in solar waste production, collection and recycling along with best practices from various hotspots/regions, to provide recommendations around potential opportunities along with a clear business case, where ISA can contribute.
- Develop guidelines for improved procurement within an integrated approach to solar waste management
- Identify opportunities for collaboration of ISA with other large institutes including bilateral or multilateral coopeartions such as the South-South Cooperation, for undertaking measures around solar waste reduction and management, research, infrastructural development, facilitating transfer of knowledge, resources, technology etc.

Proposed Methodology

The Consultant is expected to conduct the market assessment study based on a combination of primary and secondary research i.e. desktop research and a bottom-up consultation with relevant stakeholders in the solar value chain, to identify market barriers and opportunities. Workshops, one-to-one consultations, and surveys will be undertaken to collect data and insights, supplemented with a combination of diagnostics, statistical data analytics, and reasonable assumptions to fill any data gaps.

Deliverables

- Final report, 50-60 pages.
 - First draft due 4 months into project for review (stakeholders, industry experts, NGOs etc.), making sure the report delivers on the ToRs.
 - Consultations with key stakeholders
 - Final draft due in 8 months incorporating feedback from consultations and peer review
- A powerpoint presentation on the findings in the report
- All collected or extrapolated data (year wise, country/region wise, material wise) given into the report in one excel file.
- Strategy for sustainably managing solar waste in India
- A summary for policy makers and ISA's Strategy for solar waste management in ISA Member countries
- Support ISA Secretariat in designing and developing a thematic programme on Solar and Battery waste recycling across ISA Member countries.
- Support ISA Secretariat in outreach to external stakeholders including at ISA events and other global events.

Timeline:

The engagement is expected to start from October 30th, 2021 and will be for a period of 8 months from the date of signing of the contract. The bidders are expected to tailor their approach considering COVID-19 pandemic taking into account its implications on the execution of the assignment. Due to global travel restrictions, the travel may remain limited. However, opportunities for in-person meetings and consultations should be utilized by the bidder. The travel, if required will be pre-approved by ISA management and reimbursement/payment of Air-tickets & Daily Substance Allowance (DSA) will be undertaken as per prevailing ISA travel policy (Economic class travel, most direct route etc.)

A summary of the timeline is provided below:

Deliverable	Due
Draft annotated outline of the solar waste recycling report	November 15 th 2021
Draft annotated outline of the report on solar waste management in India	November 15 th 2021
Literature review of global solar waste recycling landscape, including India, encompassing extant policy & regulatory framework, technologies, case studies etc.	November 30 th 2021
Baseline Survey for Solar Waste Recycling study	December 31 st 2021
Draft Material Flow Analysis for Solar Waste Landscape study	January 31 st 2022
Draft spreadsheets with all data and assumptions for the waste amount assessment	January 31 st 2022
Design and develop ISA Programme on Solar and Battery Waste Management in India	February 28 th 2022
Draft Solar Waste Recycling Landscape Study	February 28 th 2022
Draft Strategy for Solar Waste Management in India	February 28 th 2022
Final Report of Solar Waste Recycling Landscape Study including summary for policy makers and ISA's strategy for Solar Waste Management	June 24 th 2022
Final Strategy for Solar Waste Management in India	June 24 th 2022
Final spreadsheets with all data and assumptions for the waste amount assessment	June 24 th 2022

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: Qualification Form	<input type="checkbox"/>
▪ Form D: Format of Technical Proposal	<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 E: Financial Proposal Submission Form	<input type="checkbox"/>
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FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the ISA.

We offer to provide services in conformity with the Bidding documents, including the ISA General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should ISA accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you 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: QUALIFICATION FORM

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

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by ISA.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM D: 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]
<p>EMPLOYMENT RECORD/</p>	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p>

EXPERIENCE

[INSERT]

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

REFERENCES	REFERENCE 1:
	[INSERT]
	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 E: FINANCIAL PROPOSAL SUBMISSION FORM

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder] **Form G: Financial Proposal Form**

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: Indian Rupees/USD

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees	All Bidders shall quote only one price
Other Costs (If any)	
Total Amount of Financial Proposal (Monthly & Yearly separately)	