



## **Response to Queries Raised During Pre-Bid Meeting - RFP for Hiring of Firms for Assessment work in Sao Tome & Principe 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 Sao Tome & Principe for development of Solar Rooftop Projects and preparation of DPR

**Date:** September 11, 2023

**Time:** 16:00 Hours to 16:30 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:

<b>S No.</b>	<b>Reference</b>	<b>Clause</b>	<b>Clarification/ Query</b>	<b>ISA Response</b>
1	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	This requirement will be decided after consultations with our member country during execution of the contract.



S No.	Reference	Clause	Clarification/ Query	ISA Response
			us for preparation of most competitive proposal.	
2	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.	To be decided by the successful bidder after consultations with our member country during execution of the contract.
3	Annexure -1 , Terms of Reference		Under note. WAPCOS presume that site assessment shall be covered as per the below :  Sao Tome & PRINCIPE : Restricted to given twenty-eight (28) buildings	The List of 28 buildings as envisaged for the assessment work is already included in the RFP.
4			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 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.
			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



S No.	Reference	Clause	Clarification/ Query	ISA Response
				VISA formalities on their own.
5	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.
6			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.
7			Please indicate the estimate budget or level of effort (LOE) for the captioned project.	This is still being worked out and hence not available.
8			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.
9		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	The clause is integral part of GTB and cannot be waived off

S No.	Reference	Clause	Clarification/ Query	ISA Response
			attributable and beyond the control of the selected consultant, we request that this clause is withdrawn.	
10		BDS 14: Deadline for Submission:	We request that the deadline for submission of the proposals is extended by 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.	The deadline for submission is extended till 30 <sup>th</sup> September'2023.
11		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.
12		Section 4. Evaluation Criteria:	Please clarify if one expert could be allowed to	Not preferred



S No.	Reference	Clause	Clarification/ Query	ISA Response
		Section 3. Management Structure and Key Personnel:	take more than one key personnel role.	
13		Annexure 1: Terms of Reference:	<ul style="list-style-type: none"> <li>a. Please clarify if ISA will facilitate engagements with host country ministries, agencies, utilities, and beneficiaries to collect appropriate data and to access the indicated sites.</li> <li>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.</li> </ul>	<p>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.</p>
14		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"> <li>i. UNGM registered vendor</li> <li>ii. Quality Assurance Certification</li> <li>iii. Accreditation such as ISO 14001 related to the environment</li> <li>iv. Local government permit to locate and operate in the assignment locations (we</li> </ul>	<p>Not Mandatory</p>



S No.	Reference	Clause	Clarification/ Query	ISA Response
			propose that these be facilitated by ISA, please clarify)	
15			We would request that the estimated budget, and/ or estimated Level of Effort (LOE) for each of the RFPs can be clarified.	This is still being worked out and hence not available
16		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.