

REQUEST FOR PROPOSAL

Event planning and management support to International Solar Alliance (ISA)

RFP No.: 15/42/2020_ISA (EM)

Project: Engagement of Professional Event planning and management company to organize following ISA Events (Virtual format):

- The fourth session of the ISA Assembly in a virtual setting on 20 October 2021 (around 1,000 participants), with related Conference Sessions (around 200 participants per session) to be held virtually on 19 and 21 October 2021. *ISA will also be organising virtual Exhibitions with about 50 stalls on October 19th and/or October 21st 2021.*
- Four (4) National Focal Points conferences and Regional Ministerial meetings each i.e. half day regional NFPs' meeting followed by the Regional Ministerial the next day. These Events are planned to be organized every 6 months (September/October and March) every year to gather around 150 to 250 participants by Region (Latin America and Caribbean, Europe & Others, Africa; Asia & Pacific). The First Conference is likely to be held In First Week of September 2021.
- Support for ISA participation in the CoP-26 in Glasgow (UK) on 31st October-12 November, 2021, wherein about 8 Side-Events are proposed to be organized in collaboration with ISA member countries/ ISA partners (around 150 participants in each side-event).
- Second World Solar Technology Summit tentatively planned in first Quarter (January - March) of 2022 (around 500 participants).
- The webinars and seminars that occur during the year. Once a month at least with around 100 to 400 participants.

Country: [India]

Issued on: 15th July 2021

The International Solar Alliance (ISA) does not charge a fee at any stage of the procurement process (e.g. vendor registration, bid submission or any other stage). In the event that you have any reason to suspect that any activity purporting to be made on behalf of ISA may be fraudulent, please contact at procurement@isolaralliance.org.

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SECTION I. 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
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Qualification Form
 - o Form D: Format of Technical Proposal
 - o Form E: Financial Proposal Submission Form
 - o Form F: Financial Proposal Form
 - o Form G: Form of Proposal Security
 - o Form H: Form of Performance Security

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.

Subject to due diligence, the dates mentioned for the Activities: (i) National Focal Points Conferences; (ii) World Solar Technology Summit; and (iii) Webinars/ Seminars are flexible.

The Secretariat reserves the right to alter any or all conditions and terms specified in this RFP. The terms and conditions governing the proposed assignment and services required are not exhaustive and just indicative and additional conditions & services, as may be required and mutually accepted, will be included in the Work Order/ Contract Agreement. These conditions and services required are subject to modifications or additions or deletions, if considered absolutely necessary for the smooth organization and management of the Events.

All incoming Proposals will be examined thoroughly. Eligible applicants would be required to personally discuss (in virtual format) and make a presentation on their credentials and the proposal before a committee of Officers constituted by the ISA Secretariat. The exact date, time and venue for the discussion and presentation would be communicated separately.

Please acknowledge receipt of this RFP by sending an email to ss.madan@isolaralliance.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. 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 Upadhayay
Administrative Officer
Date: **July15, 2021**

Approved by:

Chief of Unit, Communications & Events
and International Partnerships
Date: **July 15, 2021**

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: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any Government, UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to ISA whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by ISA.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>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;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of ISA.</p>

	<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 procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to ISA's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. <i>General Considerations</i>	<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. <i>Cost of Preparation of Proposal</i>	<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. <i>Language</i>	<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. <i>Documents Comprising the Proposal</i>	<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. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<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. <i>Technical Proposal Format and Content</i>	<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><i>11. Financial Proposals</i></p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. This document shall not be used for evaluation/selection.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p><i>12. Proposal Security</i></p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by ISA, ISA shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by ISA, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails to: <ul style="list-style-type: none"> I. sign the Contract after ISA has issued an award; or II. furnish the Performance Security, insurances, or other documents that ISA may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
<p><i>13. Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) ISA will convert the currency quoted in the Proposal into the ISA preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that ISA selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, ISA shall reserve the right to award the contract in the currency of ISA's preference, using the conversion method specified above.
<p><i>14. Joint Venture, Consortium or Association.</i></p>	<p>14.1 Being event management, we don't encourage JVs/consortium but a single company.</p>

<p><i>15. Only One Proposal</i></p>	<p>15.1 The Bidder shall submit only one Proposal,.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 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><i>16. Proposal Validity Period</i></p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by ISA and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p><i>17. Extension of Proposal Validity</i></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, ISA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p>

<i>Period</i>	<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>
<i>18. Clarification of Proposal</i>	<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>
<i>19. Amendment of Proposals</i>	<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>
<i>20. Alternative Proposals</i>	<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>
<i>21. Pre-Bid Conference</i>	<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>
C. SUBMISSION AND OPENING OF PROPOSALS	

22. <i>Submission</i>	<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>
Email Submission	<p>22.4 Email submission 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. The ISA Secretariat 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.
23. <i>Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by ISA in the manner, and no later than the date and time, specified in the BDS. ISA shall only recognize the date and time that the bid was received by ISA</p> <p>23.2 ISA shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. <i>Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to ISA, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>

25. <i>Proposal Opening</i>	25.1 There is no public bid opening for RFPs. ISA shall open the Proposals in the presence of an ad-hoc committee formed by ISA, consisting of at least two (2) members.
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence ISA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at ISA's decision, result in the rejection of its Proposal and may be subject to the application of prevailing ISA vendor sanctions procedures.</p>
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. ISA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	28.1 ISA shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. ISA reserves the right to reject any Proposal at this stage.
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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; They are able to comply fully with ISA General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.

<p><i>30. Evaluation of Technical and Financial Proposals</i></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> <p><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 5px;"> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p><i>31. Due Diligence</i></p>	<p>31.1 ISA reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;

	f) Other means that ISA may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<i>32. Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, ISA may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 ISA's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by ISA in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by ISA, shall not be considered during the review and evaluation of the Proposals.</p>
<i>33. Responsiveness of Proposal</i>	<p>33.1 ISA's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by ISA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<i>34. Nonconformities, Reparable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, ISA may waive any non-conformities or omissions in the Proposal that, in the opinion of ISA, do not constitute a material deviation.</p> <p>34.2 ISA may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, ISA shall check and correct arithmetical errors. 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> <p>34.4 If the Bidder does not accept the correction of errors made by ISA, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
<i>35. Right to Accept, Reject, Any or All Proposals</i>	35.1 ISA reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for ISA's action. ISA shall not be obliged to award the contract to the lowest priced offer.
<i>36. Award Criteria</i>	36.1 Prior to expiration of the proposal validity, ISA shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<i>37. Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from ISA. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<i>38. Right to Vary Requirements at the Time of Award</i>	38.1 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 terms and conditions.

<i>39. Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to ISA. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, ISA may award the Contract to the Second Ranked Bidder or call for new Proposals.
<i>40. Performance Security</i>	40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS. Within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by ISA shall be a condition for rendering the contract effective.
<i>41. Liquidated Damages</i>	41.1 If specified in BDS, ISA shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>42. Payment Provisions</i>	42.1 Payment will be made only upon ISA's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in ISA with direct supervision of the Contractor. Payment will be affected by bank transfer in the currency of contract.
<i>43. Other Provisions</i>	<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>

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 Meeting	<p>Will be Conducted</p> <p>Time: 1500 HRS IST</p> <p>Date: 2nd August, 2021</p> <p>Venue: Virtual Mode</p> <p>The ISA focal point for the arrangement is: S.S. Madan, Joint Director, ISA Telephone: +91 98108 888321 E-mail: ss.madan@isolaralliance.org;</p>
5	16	Proposal Validity Period	90 days
6	12	Bid Security	Required in the amount of USD 5,000 (USD Five thousand) only.
7		Advanced Payment upon signing of contract	Not Allowed
8	41	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Should the work be not completed to the satisfaction of the International Solar Alliance within the stipulated period, the Conference Organizer shall be bound to pay to the ISA liquidated charges @ 0.5% of the estimated cost of contract per day of delay, up to a maximum duration of one Calendar month. Thereafter, the ISA will be at liberty to terminate the contract.</p>

9	40	Performance Security	Required in the amount of USD 25,000 (subject to a ceiling of ten (10) percent of the contract value whichever is higher).
10	13	Currency of Proposal	United States Dollar (USD)
11	23	Deadline for submitting requests for clarifications/ questions	10 days before the bid submission deadline.
12	18	Contact Details for submitting clarifications/questions	Focal Person in ISA: S.S. Madan, Joint Director Address: NISE Campus, Surya Bhawan, Gwal Pahari, Gurugram, Haryana (India) E-mail address: ss.madan@isolaralliance.org
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 and Posting on the website: http://isolaralliance.org
14	23	Deadline for Submission	9 th August, 2021
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Submission by email
15	22	Proposal Submission Address	Email: procurement@isolaralliance.org Website: www.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 technical proposal <u>must</u> not be provided to ISA until the date as indicated in No. 14 (<i>for email submission only</i>) Password for financial proposal <u>must</u> not be provided to ISA until requested by ISA Max. File Size per transmission: 10 MB Mandatory subject of email: Request for Proposal for Engagement of Event planning & Management company. Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: <i>Director General, International Solar Alliance, 3rd Floor, Surya Bhawan, National Institute of Solar Energy Campus, Gurugram (Haryana), India.</i> E-mail: procurement@isolaralliance.org
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 to next stage is 70%.

18		Expected date for commencement of Contract	<i>First week of September 2021</i>
19		Maximum expected duration of contract	One Year
20	15, 36	ISA will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Event Organization and Management of Services on behalf of UN Entities
22		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period
- Performance 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	Yes/No
ELIGIBILITY			
Legal Status	Vendor is a legally registered entity.	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 ITB 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	
	Any additional criteria if required		
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	
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form	
Previous Experience	Must have work experience of at least Three years in high level Virtual events organization & management.	Form D: Qualification Form	
	Experience on similar engagements done for international inter-governmental organizations like UN agencies/MDBs/DFIs Minimum 04 (Four) events/contracts of similar value, nature and complexity implemented over the last 2 years with at least two in the Renewable Energy sector having the participation of at least 5,000 delegates and any two exceeding 15,000 delegates.	Form D: Qualification Form	

¹ Non-performance, as decided by ISA, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution 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.

Financial Standing	Minimum average annual turnover of USD 700,000 for the last 3 years.	Form D: Qualification Form	
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form D: Qualification Form	
	Any additional criteria if required		

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable	Self Marking for the Bidder	Page No. of the supporting document
1.	Bidder's qualification, capacity and experience	300		
2.	Proposed Methodology, Approach and Implementation Plan	400		
3.	Management Structure and Key Personnel	300		
	Total	1000		

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done for international inter-governmental organizations like UN agencies/MDBs/DFIs in the	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
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	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
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?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Senior Experts (2)		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Junior Experts (2)		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
Total Section 3			300

SECTION 5. TERMS OF REFERENCE

1. BACKGROUND

The International Solar Alliance (ISA) is a growing international organization of 77-member countries. ISA supports governments around the world to improve energy access and security by promoting solar energy as a sustainable, affordable and resilient way to transition to a carbon-neutral future.

ISA's vision is to facilitate energy access in every corner of the world by delivering cleaner electricity to all by 2030. ISA's mission is to unlock US\$ 1 trillion of investment by 2030 by reducing the cost of the technology and its financing, and increasing the skills of people working in the industry.

2. OBJECTIVES AND FORMAT

ISA seeks a services provider to deliver support of several types of requirements related to virtual events/meetings. The potential service provider is expected to support all technical aspect to deliver each virtual meeting as per the given requirements and manage the coordination with third party supplier(s) involved in line with the best practices of International Organizations and high-level meetings with worldwide participants.

The International Solar Alliance will be organizing at least the following events:

- i. The fourth session of the ISA Assembly in a virtual setting on 20 October 2021 (around 1,000 participants), with related Conference Sessions (around 200 participants per session) to be held virtually on 19 and 21 October 2021. ISA will also be organising virtual Exhibition with about 50 stalls on October 19th and/or October 21st 2021.
- ii. Four (4) National Focal Points conferences and Regional Ministerial meetings each i.e. half day regional NFPs' meeting followed by the Regional Ministerial the next day. These Events are planned to be organized every 6 months (September and March) every year to gather around 150 to 250 participants by Region (Latin America and Caribbean, Europe & Others, Africa, Asia & Pacific).
- iii. Support for ISA participation in the CoP-26 in Glasgow (UK) on 31st October-12 November, 2021, wherein about 8 Side-Events are proposed to be organized in collaboration with ISA member countries/ ISA partners (around 150 participants in each side-event).
- iv. 02nd World Solar Technology Summit tentatively planned in 01st Quarter (January - March) of 2022 (around 500 participants).
- v. The webinars and seminars that occur during the year. Once a month at least with around 100 to 400 participants.

3. KEY DELIVERABLES EXPECTED:

- A. Customized 2D/3D Virtual Platform for virtual events management of different sizes, integrated in the ISA website and
- B. Designing and managing the registration process for individual entry & visitors' data linking to ISA's online database (HubSpot). Customized studios including AV equipment (cameras, audio, lights, green backdrop, crew...) and software for video production into Zoom and live streaming. Cross-referencing country participation data with credentials' forms of member countries and previous years' database. Database to be categorised country-wise with clear mark-up of official member country delegation as per the credentials forms submitted.
- C. Translation facilities: Reverse translation facilities in English, Spanish, French, Arabic, and vice-versa in all three Events.
- D. Transcription services from Audio-to-Text, with text in English, in the meeting recordings to facilitate report preparation.

- E. Country-wise separate recordings with English transcription for member country interventions in all ISA Governance Body meetings – Assembly, Standing Committee, and Regional Committees – to be uploaded on ISA Website.
- F. Multilingual navigation and signages facility in four UN languages i.e. English, French, Spanish and Arabic. The translation of speeches/Lectures/Presentations in the events to run concurrently in above four languages.
- G. Support services in managing, setting and running complex virtual events based on Zoom and telecasting on You Tube concurrently.
- H. Support services in communication and promotion of the events.
- I. Voting management system, especially for the ISA Assembly.
- J. Photographs & videos and Press coverage of the event. Events Report – detailing the key discussion points; Presentations of all sessions; List of participants; post event impact assessment.

4. **SCOPE OF WORK**

The event planning and management company will be responsible for all the activities / services required for successful international events (*Dates indicated are tentative and subject to change*). The organizing company will handle **concept-to-conclusion event management** including the following activities:

- I. Deployment of efficient and experienced Event planning and management team.
- II. Providing and managing a two-way interactive virtual IT platform for handling various events that will be integrated in the ISA website, as detailed below:
 - The fourth session of the ISA Assembly in a virtual setting on 20 October 2021 (around 1,000 participants), with related Conference Sessions (around 200 participants per session) to be held virtually on 19 and 21 October 2021.
 - Interactive, lead generating Exhibition Space with up to 50 Exhibitors' Digital Stands and capacity to handle the traffic of 500 visitors logged in at the same time. The digital exhibition stalls, to be created in different sizes, will be allocated by the ISA to ISA member Countries/ partners/ stakeholders on complimentary basis. The facility should have option for both 2D and 3D viewing/ interaction and should have all possible options for appropriate display of Renewable Energy with focus on Solar Projects/equipment and services through Digital/Virtual platform. The option should also include Reviewer's perspective on these products and services.
 - Four (4) National Focal Points conferences and Regional Ministerial meetings each i.e. half day regional NFPs' meeting followed by the Regional Ministerial the next day are planned to be organized every 6 months (September/October and March) every year to gather around 150 to 250 participants by Region (Latin America and Caribbean, Europe& Others, Africa, Asia & Pacific). Each of them will need to be actively moderated.
 - Support for ISA participation in the CoP-26 in Glasgow (UK) on 31st October-12 November, 2021, wherein about 8 Side-Events are proposed to be organized in collaboration with ISA member countries/ ISA partners (around 150 participants in each side-event).
 - Second World Solar Technology Summit tentatively planned in first Quarter (January - March) of 2022 (around 500 participants).
 - The webinars and seminars that occur during the year. Once a month at least with around 100 to 400 participants.
- III. Designing a dynamic event programme module & speaker roster considering several time zones.

- IV. Designing and managing the registration process for individual entry & visitors' data linking to ISA's online database (HubSpot). Customized studios including AV equipment (cameras, audio, lights, green backdrop, crew...) and software for video production into Zoom and live streaming. Cross-referencing country participation data with credentials' forms of member countries and previous years' database. Database to be categorised country-wise with clear mark-up of official member country delegation as per the credentials forms submitted.
- V. The recruitment campaign using branded HTML email marketing on ISA's HubSpot account.
- VI. Translation facilities: Reverse translation in English, Spanish, French, Arabic, and vice-versa in all Events.

Two sets of translators for French, Spanish and Arabic required for parallel sessions and one set of translators required for the rest of the event.
- VII. Transcription services from Audio-to-Text, with text in English, in the meeting recordings to facilitate report preparation.
- VIII. Country-wise separate recordings with English transcription for member country interventions in all ISA Governance Body meetings – Assembly, Standing Committee, and Regional Committees – to be uploaded on ISA Website.
- IX. The agency would prepare and send out an advisory to all the delegates and registered participants on – How to join the Meeting.
- X. Providing Video Recordings, presentations and other materials of the entire events along with all translated languages (English, Spanish, French, Arabic, etc.).
- XI. **The IT platform will have:**
 - a. MULTILINGUAL PROGRAMS feature such as: Language-specific system messages, menus and navigation elements; Unique signage and graphics, including entire room backgrounds; Registration capture per language; Option to toggle between languages; Supports international date/time formats. The platform should be able to host English, French, Spanish and Arabic languages as required by ISA.
 - b. Capability to support a large number of concurrent users (up to 5 000 for some of the events ex: Global event in parallel of the Assembly);
 - c. Ability to run multiple parallel sessions (to indicate estimated sessions to run in parallel) at the same time.
 - d. Sessions to be categorized/tagged and searched by topic, keyword, or speaker.
 - e. Access to each session's Q+A (live and/or chat) and the ability for attendees to submit questions for each session through chat or email and for responses to be posted.
 - f. Provisions for having side meetings with limited participants for speaker interactions / VIP interactions and other B2Bs. This will be extended through additional meeting rooms / links.
 - g. Role-based access control at all levels with the highest levels of security as recognized globally. Facilities such as video on demand, Closed-Door Meetings to enable chat in a private setting, One-to-One meetings, etc. should be available.
 - h. Complete end-to-end Social Media Integration.
 - i. Secure delegate access to live and pre-recorded conference sessions.
 - j. Content strategy, content creation and curation in consultation with stakeholders.
 - k. Providing technical advisory related to hosting the platform on a reliable server.
 - l. Bug Fixing and support 24X7.
 - m. Q&A, Chat & Hand raise features required in All Sessions
 - n. The platform will allow exchange of information in a highly secure environment and all

activities must have an audit-trail with high performance and intuitive analytics. Security features should be at global standards and be appropriately defined.

- o. The platform should also support online and IVR-based help-desk support 24x7 for 365 days.
- p. Testing of the platform at least one week before the event.

Note:

- The duration of the contract will be for **one year** from the date of signing the agreement to conduct the ISA Assembly, Side-Events, NFPs Conferences, Regional Meetings, Technology Summit and Webinars/Seminars. During this period the bidder will be responsible for day to day management and maintenance, and security update of the platform considering ISA's stakeholders.
- The Bidder shall be solely responsible for adequately testing and maintaining the platform prior to the events.
- All events will be recorded and made available to ISA after completion of the events.
- The IT platform designed by the bidder will be compatible with multiple web-based browsers and OS to ensure seamless participation of various ISA delegates joining from various countries.
- The platform should be fully integrated with the ISA Website.

5. MANAGEMENT SERVICES REQUIRED

5.1 Coordination through Website:

The IT platform will be owned & managed by the International Solar Alliance. However, support services for the website development, daily updating and maintenance will be required from the conference organizer.

5.2 Marketing and Promotion:

- Promotion and recruitment for the event using email marketing (on ISA's HubSpot account), social media, international advertising and international PR as well as follow up communications
- Partnership marketing – production of a multimedia media or asset pack to be shared with partners around the events.

5.3 Exhibit Management:

The Conference Organizer would be required to provide integrated Exhibition Services, which would include:

- Designing and layout of virtual Exhibition floor plan.
- Creating allocation and demonstration tools.
- Producing the call for exhibitors and exhibitor registration plan.
- Soliciting and securing exhibitors through direct E-mail, E-Advertising and telemarketing.
- Processing of requests for exhibit information.
- Accepting and processing all exhibitor applications.
- Distributing exhibitor confirmations and booth assignments.
- Interaction with exhibitors.
- Providing final exposition report.

The Conference Organizer would be required to plan to solicit and secure Exhibitors for setting up Stalls/ Booths in different sizes to around **50** companies/ FIs/ Corporates/ Government Agencies wishing to exhibit their products, equipment, and technologies etc. The Conference Organizer should give in writing the means and tools proposed to be used to sell the Exhibition stalls.

5.3 Inviting Speakers and Delegate Registration:

- Assisting ISA Secretariat in e-mailing of invitations, follow-up for securing confirmations.
- Processing and management of delegates registrations, speakers & panelists etc. (with regular reporting).

5.4 Setting up of Conference Secretariat:

An office will be set up at a place mutually convenient for ISA and the conference organizer to carry out the following functions:

- i. Correspondence with all prospective delegates, guests, and speakers;
- ii. Content development, drafting, graphic designing announcements, e-brochures, and other promotional material etc.;
- iii. Maintaining the database using ISA's HubSpot account;
- iv. overall coordination with ISA;
- v. On line registration, assigning [Exhibition](#) Stalls and receiving confirmation etc.
- vi. Online registration; communicating confirmations & providing joining link to prospective participants. etc.

5.5 Service & Support:

To assign a project management team coordinating all listed activities related to the ISA international events with an implementation plan covering milestone, roles and responsibilities over 3-4 months and regular reporting in writing and through regular meetings. Attendee support and customer service pre, during and post event. End-to-end support for webcasts, including pre-recorded speaker training and live webcast monitoring.

5.6 Outsourcing of Manpower:

The resource profile will include staff to cover pre, during and post event deliverables. The conference organizer will list staffing requirements by function (such as office assistants, stenographers, interpreters for senior officials, international speakers, ISA partners and other stakeholders)

5.7 The agency's services required may be broadly classified as under:

- 1) Conceptualization of the Assembly, Conference Sessions and [Exhibition](#);
- 2) Complete solution to the various aspects of the Event;
- 3) Assessment of requirement of various logistics;
- 4) Providing Control Room/Workstation/ Business Centre for the duration of Events.
- 5) Hiring of various services, equipment required for the Assembly, Conferences and [Exhibition](#).
- 6) Arrangements for Audio & Visual and still Photography;
- 7) Issue of invitations, follow-up & securing confirmation of participation.
- 8) Preparation and distribution of all digital documents for Assembly, NFP Conferences and Regional Meetings.
- 9) Development and maintenance of an IT platform;
- 10) Coordination of all Official functions and meetings.
- 11) Facilitating links with all speakers and if required creating facilities of Pre-recording of speeches/ addresses of VIPs

Important note: The above list is not exhaustive and aims only to provide some first guidance.

6. Post Conference Reports for Record and Audit requirements:

Within one month of the end of the events, the event's organizer will comply with the auditing requirements. The event's organizer will provide the following reports to ISA:

- 1) Quantitative information relating to events delegates (attendance numbers segmented by delegate types, demographics, etc)
- 2) Dashboard with quantitative and qualitative data on delegate participation for all the events sessions.
- 3) Speakers and Delegate contact information to be uploaded onto ISA's HubSpot account.
- 4) Overall assessment of the marketing and promotion activities of the events.
- 5) Sponsorship and [Exhibition](#) summary and analysis.
- 6) Contact information of all sponsors of the conference to be uploaded into ISA's HubSpot account.
- 7) All promotional material produced for the conference including e-flyers, e- brochures, pamphlets, including all working and design files.
- 8) A summary of information collected from delegates and visitors' feedback of the events.

PS: The above services indicated are for the limited purpose of evaluation of technical bids only and not exhaustive. The services required may be read with the Terms of Reference given above in this document and further demanded as per requirements.

7. TENDER SPECIFICATION:

7.1 Two Part Tender:

Sealed tenders are invited in two-part system. **Part-I will be technical bid and Part –II will be financial/price bid.**

7.2 Evaluation procedure:

- a) Total marks assigned for the bids are 100, as per details given below. As world-class quality services and customer satisfaction are of essence in organizing the Events of this magnitude, any bidder who meets the mandatory criteria but falls short of minimum 50 marks in technical evaluation will be rejected at the technical evaluation stage itself. This means that the ISA shall open the financial bids of only those bidders who have been declared technically qualified by the Procurement Evaluation Committee for further analysis or evaluation and ranking and selecting the successful bidder. **Financial/price bids of those bidders who get less than 50 marks in their technical bids will not be opened.** The lowest Financial/price bid (L1) will be assigned 100 marks. Others will be assigned marks according to their financial/price bid proportionately less marks.
- b) For overall evaluation of the bidders, weightings are assigned to technical as well as financial/ price bids. The technical bids will carry a weightage of 70 percent in the overall evaluation of the bidders while 30 percent weightage will be given to the financial/ price bids. Points on financial bid evaluation will be allotted to Bidders based on following formula:

$$\text{Points} = 30 \times \frac{(\text{Lowest Bid Value})}{\text{Bid Value under consideration}}$$

The task of organizing the Events will be awarded to that Conference Organizer who will be overall winner in this competitive bidding process that includes technical as well as financial/price bids in evaluation.

SECTION 6. GENERAL TERMS & CONDITIONS OF CONTRACT.

Definitions

In the contract, the following terms shall be interpreted as indicated. Terms defined in general instructions to bidder's section shall have the same meaning.

- 6.1.1 **"Bidder"** means any company/firm or consortium of companies/ firms offering the solution(s), service(s) and/or materials required in the RFP. The word bidder when used in the pre-award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom ISA signs the agreement for rendering of services for organizing the SUN WORLD Virtual Events in ISA Member Counties.
- 6.1.2 **"Financial Bid"** means that part of the offer that provides price schedule and estimated costs of various services.
- 6.1.3 **"Firm/Company"** means a company, authority, co-operative or any other organization incorporated under appropriate statute as is applicable in the country of incorporation.
- 6.1.4 **"Technical Bid"** means that part of the offer that provides information to facilitate assessment by ISA, professional, technical and quality standing of the bidder and conformity to requirements.
- 6.1.5 **Prime Bidder** means a member of a consortium of companies who is primarily and solely responsible to ISA for provision of Goods and services as per terms and conditions of the agreement.
- 6.1.6 **Contractor** means successful bidder with whom ISA enters into an Agreement or Contract for provision of Services for organizing the Virtual SUN WORLD 2020.
- 6.1.7 **Employer** means ISA with whom the Contractor would into an Agreement/ Contract for providing services for organization of the Conference.
- 6.1.8 **Specification** means the functional and technical specifications or statement of work, as the case may be.
- 6.1.9 **Tender Call or Request for Proposal** or Invitation for Bids means the detailed tender notification seeking a set of solution(s), service(s), materials or any combination of them.
- 6.1.10 **Bid** -Two Parts Bid means the technical and financial bids are put in separate covers and their evaluation is sequential and in that order.
- 6.1.11 **Goods and Services** mean the solution(s), service(s), materials or a combination of them in the context of the tender call and specifications.
- 6.1.12 **"Contract"** means the agreement entered into between the International Solar Alliance Secretariat and the bidder, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;

- 6.1.13 **"Incidental Services"** means those services ancillary to the supply of the goods and services and other obligations of the bidder covered under the contract;

6.2 **Application**

These general conditions shall apply to the extent that they are not superseded by provisions of other parts of the contract.

6.3 **Use of Documents and Information**

- 6.3.1 The bidder shall not, without prior written consent from International Solar Alliance, disclose/share/use the bid document, contract, or any provision thereof, or any information furnished by or on behalf of the International Solar Alliance in connection therewith, to any person other than a person employed by the bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 6.3.2 The Bidder shall not, without prior written consent of International Solar Alliance, make use of any document or information made available for the project, except for purposes of performing the Contract.
- 6.3.3 All project related documents (including this bid document) issued by International Solar Alliance, other than the contract itself, shall remain the property of the International Solar Alliance and shall be returned (in all copies) to the International Solar Alliance Secretariat on completion of the bidder's performance under the contract if so required by the International Solar Alliance.

6.4 **Indemnity**

Bidder shall indemnify, defend and hold harmless International Solar Alliance and their respective officers, employees, successors and assigns, from and against any claim and or losses arising from claims by third parties.

6.5 **Insurance**

It is suggested that the bidder takes insurance for relevant infrastructure/IT equipment, Expo and activities in a freely convertible currency against loss or damage arising due to unforeseen events.

6.6 **Change Orders**

- 6.6.1 International Solar Alliance may, at any time, by written order given to the Bidder, make changes within the general Scope of the work and accordingly the Contract.
- 6.6.2 If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any provisions under the contract, an equitable adjustment shall be made in the delivery schedule, and the contract shall accordingly be amended. Any claims by the Bidder for adjustment under this clause must be asserted within fifteen (15) days from the date of the Bidder's receipt of the change advice.

6.7 **Contract Amendment**

- 6.7.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

6.8 **Termination of the Contract for default**

The ISA may terminate the Contract forthwith by giving a 14- day notice in writing to the Contractor, if the later:

- a) Commits a breach of the contract agreement which in the case of a breach capable of remedy shall not have been remedied within 10 days of the receipt the notice from the ISA identifying the breach and requiring its remedy;
- b) Commits a series of persistent breaches, however minor, whether remedied or not;
- c) In the opinion of the ISA, fails to provide the Services of the standard the ISA might reasonably expect, whether in terms of quality, availability and timeliness or otherwise;
- d) Fails to perform or observe the terms & conditions of this RFP;
- e) Goes into liquidation or a receiver is appointed or in the case of an individual becomes bankrupt and is unable to pay its debts or enters into compulsory or voluntary liquidation (other than for the purpose of effecting a reconstruction or amalgamation in such manner that the company resulting from such reconstruction or amalgamation if a different legal entity shall agree to be bound by and assume the obligations of the relevant party under this Agreement) or compounds with or convenes a meeting of its creditors or has a receiver or manager or an administrator appointed or ceases for any reason to carry on business or takes or suffers any similar action which in the opinion of the ISA means that the Contractor may be unable to pay its debts.

6.9 **Termination of Contract for convenience:**

The ISA may at any time terminate the Contract with or without reason on giving the Bidder 15 (fifteen) day's written notice. The notice of termination shall specify that the termination is for the ISA convenience, the extent to which performance of the Bidder under the contract is terminated and the date upon which such termination becomes effective.

In such case, the Conference Organizer would be eligible for:

- (a) Payments for those Services rendered before the effective date of termination; and
- (b) Any reasonable costs incurred by the Contractor and directly attributable to the termination of the Contract Agreement.

The decision of the ISA in this regard shall be final and binding on the Bidder.

- 6.10 Upon receipt of a notice of termination of this Agreement the Conference Organizer shall:

- a. stop work as specified in the notice; and
- b. take all available steps to minimize loss resulting from that termination.

6.11 **Force Majeure**

The Bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that it's delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means no failure, delay or default in performance of any obligation hereunder shall constitute an event of default or a breach of the CONTRACT, to the extent that such failure to perform, delay or default arises out of a cause existing or future, that is beyond the control and without negligence of the party otherwise chargeable with failure, delay or default: including, but not limited action or inaction of governmental, civil or military authority: fire, strike, lockout or other Labour dispute, flood, war, riot, theft, earthquake, natural disaster, act, negligence or default of the other party. Either party desiring to rely upon any of the foregoing as excuse for failure, default or delay in performance shall, when the cause arises, give to the other party prompt notice in writing of the facts which constitute such cause and when the cause ceases to exist, give prompt notice thereof to the other party.

If a Force Majeure situation arises, the Contractor shall promptly notify the International Solar Alliance in writing of such condition and the cause thereof. Unless otherwise directed by the International Solar Alliance in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

6.12 **Resolution of Disputes**

- 1) The International Solar Alliance and the Bidder/ Contractor shall make every effort to resolve amicably by direct informal discussion/ negotiation any disagreement or dispute arising out of or in connection with the Contract or related thereto, whether directly or indirectly or the breach, termination, enforcement, interpretation or validity thereof, including the determination of scope or applicability the Contract.
- 2) A dispute within the meaning of this clause exists once one Party notifies the other in writing of the nature of the dispute and requires the resolution of the dispute in terms of this clause.
- 3) Within 10 (ten) business days following such notification, the Parties shall seek an amicable resolution to such dispute by referring such dispute to designated representatives of each of the parties for their negotiation and resolution of the dispute. The representatives shall be authorized to resolve the dispute.
- 4) In the event of the negotiation between the designated representatives not resulting in an agreement or resolution of the dispute within 10 (ten) business days thereafter, the Parties must refer the dispute for resolution to the Director General, ISA by way of mediation.
- 5) The periods of negotiation or discussion may be shortened or lengthened by written agreement between the parties.
- 6) The decision given by the Director General, ISA shall be final and binding on both Parties.
- 7) **Important: No conflict between the Bidder and ISA will cause cessation of activities/ services** and work on the project will continue uninterrupted till conclusion of the Conference. Only by mutual consent the services will be withdrawn or work stopped.
- 8) ISA reserves the exclusive right to make any amendments/ changes to or cancel any of the above actions or any other action related to this Request for Proposal.

6.13 **Governing Language**

The contract shall be written in English. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in same language.

6.14 **Notices**

- I. Any notice, request or other communication to be given or served pursuant to the Contract Agreement shall be in writing and addressed as the case may be as follows:
 - a) if given to the ISA, addressed and forwarded to the authorized officer for this project in the ISA;
 - b) If given by the ISA, signed by the authorized Officer for this project in the ISA and forwarded to the Contractor at the address indicated at the commencement of the contract or as otherwise notified by the Contractor.
- II. Any such notice, request or other communication shall be delivered by hand or sent by prepaid post, facsimile or E-mail, to the address of the party to which it is sent. If sent by Facsimile or E-mail a signed copy of same shall be sent by Registered/Speed Post.
- III. A notice will be deemed to be served:
 - (a) where delivered by hand, on the day of delivery;
 - (b) where sent by post, 3 working days following receipt by the postal authority; and
 - (c) where sent by facsimile/ E-mail on the next working day, provided that a clear transmission report is obtained.

6.15 **Taxes and Duties**

The bidder shall be entirely responsible for payment of all taxes, duties, license fee, octroi, road permits or any other dues arising out of this proposed assignment.

SECTION 7: 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"/>
▪ Form G: Proposal Security Form	<input type="checkbox"/>
▪ Form H: Proposal Performance Security Form	<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"/>
▪ Form F: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

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

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

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been 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]		

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 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

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 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements 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 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 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. Also, names of other panel of experts to be part of the project should also be included in the proposal. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

<div>FORMAT FOR CV OF PROPOSED KEY PERSONNEL</div> <div>NAME OF PERSONNEL</div>	<div>[INSERT]</div> <div></div>
<div>POSITION FOR THIS ASSIGNMENT</div>	<div>[INSERT]</div> <div></div>
<div>NATIONALITY</div>	<div>[INSERT]</div>
<div>LANGUAGE PROFICIENCY</div>	<div>[INSERT]</div> <div></div>

EDUCATION/ QUALIFICATIONS	<p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></p>
	<p>[INSERT]</p>
PROFESSIONAL CERTIFICATIONS	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p>
	<ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/	<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	<div>[INSERT]</div> <hr/>
	<div>[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]</div>

REFERENCES

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

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 F: 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: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

FORM G: FORM OF PROPOSAL SECURITY

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: ISA

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to ISA dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after ISA has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with ISA's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that ISA may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of USD 10,000 (USD Ten Thousand Only) such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____ Name: _____

Title: _____ Date: _____

Name of Bank _____ Address _____

[Stamp with official stamp of the Bank]

FORM H: FORM OF PERFORMANCE SECURITY

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To:

Director General
International Solar Alliance (ISA)
Surya Bhawan, NISE Campus, Gwal Pahari,
Gurugram (India)

WHEREAS [Name and address of Bidder](hereinafter called "the Bidder") has submitted a Proposal to International Solar Alliance (ISA) dated [Click here to enter a date](#) to Organize SUN WORLD Events in ISA Member Countries (hereinafter called "the Proposal"):

WHEREAS International Solar Alliance (ISA) (Buyer) have invited Proposal for Engagement of Conference Organizer vide Tender No. 15/42/2020-ISA(EM) Dated. to organize ISA Events in ISA Member Counties on ISA Organization Hosting Rights Fee basis AND WHEREAS the said tender document requires that any eligible successful tenderer (Proposer) wishing to organize the Events, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **"Director General, International Solar Alliance" in the form of Bank Guarantee for USD 25,000** and valid till **one year or upto successful conclusion of Event whichever is later** from the date of issue of Performance Security Bond may be submitted within 15 (Fifteen) days from the date of Acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (Proposer) failing to abide by any of the conditions referred in Request for Proposal document (RfP)/ Organizing order / Management & Providing Services, etc. this Bank shall pay to International Solar Alliance (ISA) on demand and without protest or demur USD 2 5,000 (USD Twenty-Five Thousand only).

This Bank further agrees that the decision of International Solar Alliance (Buyer) as to whether the said Tenderer (Proposer) has committed a breach of any of the Terms & Conditions referred in RfP document / organizing order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Security herein contained shall not be affected by any change in the constitution of the Tenderer (Proposer) and/ or International Solar Alliance (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Security shall not exceed USD 2 5,000 (USD Twenty Five Thousand only).
2. This Bank Security shall be valid up to(date); and
3. We are liable to pay the security amount or any part thereof under this bank guarantee only and only if

International Solar Alliance serve upon us a written claim or demand on or before(date).

4. This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____ Name: _____

Title: _____ Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period