

## **Terms of Reference**

### **Legal Services for Renewable Energy and Energy Efficiency**

Following the approval of Cabinet, the Bahrain's Sustainable Energy Unit (SEU) was established in November 2014 as a joint initiative between the office of the Minister of Electricity and Water Authority and UNDP. The key objectives of the Unit is to develop a cohesive and sustainable energy policy and to promote Renewable Energy and Energy Efficiency in the country. The Unit will also work towards bridging the legal, institutional, and capacity gaps in order for the Bahrain energy sector to meet the future challenges.

SEU is the entity mandated to lead and promote energy efficiency practices, transfer and diffuse renewable energy technologies and draft related policies and regulatory frameworks in close coordination with stakeholders and partners in the Kingdom of Bahrain. In October 2016 SEU finalized the development of the National Energy Efficiency Energy Action Plan (NEEAP) and the National Renewable Energy Action Plan (NREAP), which set the targets for the countries and define policies and other initiatives to meet the targets. The plans were endorsed by the Cabinet in January 2017.

SEU is seeking to procure the services of companies specialized in the field of legal services for renewable energy projects to engage on a long-term arrangement. The companies will provide legal services on an on-demand basis upon the request of SEU.

SEU is specifically seeking companies with experience and expertise in providing legal support in drafting tender documents for the procurement of renewable energy through IPP schemes and structuring power purchase agreements.

Upcoming projects, which will require legal services include:

- Preparation of tendering documents for procurement of renewable energy through IPP scheme (aggregated roof-top solar projects);
- Preparation of a standardized power purchase agreement for renewable energy;
- Review of bidding documents for decentralised renewable energy projects;
- Providing other legal advice/services for renewable energy projects as needed and required by SEU;
- Preparation of a national Feed in Tariff policy;

Companies specialized in one or more of the above are welcome to submit proposals. Companies may submit proposals to provide legal services for energy efficiency projects in addition to the above noting that consortia are welcome.

# FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</sup>)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Item No.	Description	Total number on staff	Quantity	Unit Price (USD)	Total Price per Item
1	Daily rate of senior legal expert		1		
2	Daily rate of junior legal expert		1		
3	Travel costs per expert (if required)		1		
4	Accommodation costs per expert per day (if required)		1		
	<b>Total Prices</b>				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows :	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Services as per attached TOR			
Validity of Quotation (60 days)			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

<sup>1</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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