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**ACCELERATING THE TRANSFORMATIONAL SHIFT
TO A LOW-CARBON ECONOMY IN THE REPUBLIC
OF MAURITIUS (COMPONENT 1)**



**Notes of the pre-bid meeting for RFPMAR2018/007:
Consultancy Services for the Design, Testing and Commissioning of a Management
Information System (MIS) for the Mauritius Renewable Energy Agency (MARENA -
Lot 1) and Utility Regulatory Authority (URA – Lot 2)**

Date and time: Friday 27 July 2018 at 10 00 hrs

Venue: Conference Room, 5th Floor, UNDP Mauritius and Seychelles Country
Office, Anglo Mauritius Building, Intendance Street, Port Louis

Were Present:

SN	Name	Designation	Organisation
1	Mr S. Beedassy (Chairperson)	Project Coordinator – GCF Project	UNDP
2	Mr M. Raggoo	Project Manager – GCF Project Component 1	
3	Ms N. Sewsum	Procurement Assistant	
4	Prof S. Rughooputh	Chief Executive Officer	MARENA
5	Mr V. Moothoosamy	IT Officer	URA
6	Ms N. Palmyre	Manager	Agileum
7	Mr H. Sauzier	Partner	
8	Mr D. Hulkhoree	Manager	BDO IT Consulting
9	Ms M. Gungapersad	Manager	Deloitte
10	Mr A. Sunassee	Manager	
11	Mr R. Soobhany	Manager	LCI
12	Mr D. Staub	Manager	Business at Work
13	Mr D. Doolub	Head of Tech	SIL
14	Mr N. Gopee	IT Engineer	
15	Mr A. Ujhoodha	Account Manager	
16	Mr D. Deepoo	IT Engineer	
17	Ms S. Mothojakan	Business Solutions Manager	FRCI
18	Mr A. Lukianenko (via Skype)	Business Analyst	Softengi (Ukraine)
19	Mr A. Mwangi (via Skype)	Business Development Manager	Eastra Solutions Ltd (Kenya)
20	Mr D. Kabundu (via Skype)	Managing Director	
21	Mr M. Njagi (via Skype)	Software Developer	
22	Ms A. Aumeeruddy (Secretary)	Project Assistant – GCF Project Component 1	UNDP

1.0 Opening

The Chairperson welcomed the participants present and invited everyone to introduce themselves. He explained that the objective of the meeting was to present the content of the Request for Proposal (RFP) “**Consultancy Services for the Design, Testing and**

Commissioning of a Management Information System (MIS) for the Mauritius Renewable Energy Agency (MARENA - Lot 1) and Utility Regulatory Authority (URA – Lot 2)” and to respond to any query from potential bidders regarding the RFP. He highlighted that all the queries and their corresponding responses would be uploaded on the same platform as the procurement notice.

2.0 Presentation of project and RFP

The Project Manager provided an overview of the UNDP GCF funded “Accelerating the Transformational Shift to a Low-Carbon Economy in the Republic of Mauritius” project, including its objectives. He also provided the context for the RFP and elaborated on RFP contents.

3.0 Discussions

- 3.1 Following the presentation, the Project Manager went through the queries received by email and invited the potential bidders present to raise any query they might have. The following questions were addressed:-

Query No.	Query	Response
Email queries (received by 25 July 2018)		
General		
1	What is the ceiling cap on the consultancy?	There is no ceiling cap on this assignment.
2	Are companies allowed to bid for both lots?	Companies can bid for both lots.
3	If companies are allowed to bid for both lots, should bids be submitted individually for the lots or together?	Companies can bid for both lots but in separate envelopes (both Technical and Financial).
4	Can we submit tender documents without specifying local consultants?	As per the Data Sheet Clause 35 in the RFP document, it is mandatory for an international consultant to associate with a local counterpart, for the following reasons:- 1) To act as a resource person/s during site visits, to benefit from their knowledge of the local context and to facilitate communication during consultations with local stakeholders concerned; 2) To provide onsite supervision of all installations to be effected by the IT contractor at the MARENA and URA offices. The local counterpart will hence facilitate the interaction of the international consultant with these local parties; and

Query No.	Query	Response
		3) To build capacity of the local consultants on these specialised assignments.
5	Does the UNDP have a short-list of suitable experts, who have proven themselves well in the framework of other UNDP projects in Mauritius?	The UNDP does not have a shortlist of IT companies/experts. We suggest that an online search be made for IT companies in Mauritius.
6	Do we understand correctly that proposals with input estimate of more than 60 person-days for each lot will be acceptable?	In principle, an offer will not be rejected on the basis that it is more than 60 person days per lot. The award of the contract will be based on technical and financial assessment (70% and 30%) and the most competitive bid will be selected.
7	Will proposals in USD price also be acceptable?	Proposals in USD will also be accepted.
8	According to the Data Sheet item 7, a pre-proposal conference will be held on Friday 27 July 2018 at UNDP Mauritius and Seychelles Country Office. Please specify if we can take part in this conference remotely e.g. via Skype?	Yes, this is possible. The Skype details will be communicated before the pre-proposal conference.
9	Is the tender for consultancy services or for development too? Is the awardee for the consultancy services expected to also do web-site development?	Yes it does. Part of the consultancy services requires also the development of a website/portal for each of the organisation MARENA and URA, as mentioned in the proposed sequence of implementation of the MIS on page 31 of the RFP. The list of deliverables on page 41 of the RFP can also be referred to, where the creation of the website/portal is mentioned.
10	Is the 'Development of the Operations/User Maintenance Manual' within the scope of the consultancy services and/or for those who eventually get awards for the bids to build part of the systems.	The development of the Operations/User Maintenance Manual will be a guide to each system and software proposed, for instance we will need a user manual for the website/portal and any other software and system developed by the MIS consultant. Other O&M manuals will be required from the IT contractor who will be doing the installations at a later stage.
11	Can the accounting software be cloud based?	In general, a cloud-based system would be fine as long as all security protocols have

Query No.	Query	Response
		been elaborated and implemented. This will be finalised during the assessment exercise as part of the consultancy services.
12	What exact functionality does the accounting software need to have?	It would be the typical functions of all accounting software like preparation of payroll, accounts receivables, payables, audit trails, reporting tools etc.
Lot 1 - MARENA		
13	Will there be a need to have an integration between the website and the GIS database, i.e. will the website be able to display real maps from the GIS database or images can simply be exported and published on the web-pages?	Yes. This is in fact the core of the MIS at MARENA because the information from the GIS should be accessed real-time to authorised users.
14	Is there a concern to have cloud-based system? (Accounting, document management)	Cloud-based systems would be accepted.
15	Is there a need that the GIS data be hosted locally, or can be on cloud services?	It can be hosted on cloud services also.
Lot 2 - URA		
16	Is there a need that the web site is hosted by the organization itself or can be hosted by any cloud service providers?	It can be hosted by cloud SPs also.
Pre-bid meeting queries		
17	Will both projects run in parallel?	Yes, the projects will run in parallel at MARENA and URA.
18	Will the 60 days cater for delays arising from supplier of IT equipment?	We expect that the consultancy will take this number of person days. However, the consultant will not be held responsible for delays from our side/contractor for IT equip. The contract will be extended (to a maximum of 20% of its value) if the need arises and the reasons for the delays fully justified.
19	The overall person-days per lot seems quite tight. Is not there a risk of delay in supplier procurement?	MARENA and URA are young organisations and not fully-fledged government institutions. It is clear in the ToR of the RFP that the MIS must be

Query No.	Query	Response
		scalable in the long-term. The institutions have limited staff and we are looking at developing a baseline for MARENA and URA that can be scaled, as the need arises in the future. The role of the MIS is to give backbone addressing immediate requirements of these institutions and that will be developed in the future. At this point they will be required to operate according to their mandate.
20	Is English the primary language or French?	English is the primary language.
21	Only preliminary requirements have been provided. This complicates assessment and planning. Can you report the overall financial expectations from the bidder and how flexible is the financial policy if the requirements are changed in the course of the project?	The consultant will have to do assessment and provide detailed financial requirements to undertake the assignment.. In the course of the implementation, the contract amount could be extended by a maximum of 20% if well justified.
22	Will there be a need for a CRM system?	Given the nature of the institutions, it is not expected that they would require CRM systems. However, this may be proposed if this is considered as a requirement during assessment.
23	Will all additional materials be posted online?	Yes, all additional information, including notes of the pre-bid meeting, will be posted.
24	What is the number of days for portal development?	The actual number of days specified is 7. However, portal development can start as from day 1. The sufficient resources should be allocated during the project planning so that the deadlines are met.
25	Will other tasks have to be carried out?	The main deliverables are in the RFP. Software for e-licensing may be required. The number of person days specified are indicative. Bidders are requested to consult the MARENA and URA Acts to understand their roles. MARENA, as advisory body and future one-stop shop on renewable energy, would require a platform for information on renewable energy to be made accessible to the public.

Query No.	Query	Response
		Following recent consultations and updates from URA, a full-fledge e-licensing platform is not required at this stage; instead, a conventional platform needs to be designed with downloadable forms that can be downloaded and filled in and submitted by email or by post. It is the Economic Development Board (EDB) that will be taking over the project of e-licensing. However, a “link” should be provided on the website of URA to direct any potential licensee to the portal of EDB.
26	Will an e-licensing application be required? Will forms have to be filled online?	The consultant will be expected to provide a medium for forms which would be pre-developed by the institutions to be filled and submitted online. Please refer to Query No 25 wrt e-licensing.
27	Will the consultant be required to procure the GIS software?	No, all procurement will be undertaken by UNDP following recommendations made by the consultant. However the consultant will not be required to develop any maps to be used for the GIS.
28	Is the GIS software required already set as ArcGIS or not? ArcGIS comprises a suite of applications.	Specifications will be provided for the consultant to propose the appropriate software in consultation with MARENA. The GIS system should be compatible with GIS used in other governmental agencies for compatibility purposes.
29	Could an HR staff be added in the project team, given that the consultant would be expected to provide staffing requirements?	The consultant would be expected to provide staffing requirements only with respect to the management of the proposed IT system and not complete staffing requirements for the organisation.
30	Will any maintenance contract for the MIS be signed with the main contractor or can it be signed with the sub-contractor?	Maintenance contracts will be signed with the main contractor as the latter is recognised as a responsible party and is accountable for the performance of the sub-contractor. However, the bidder is required to list the sub-contractors to be involved in the execution of this assignment.
31	The MIS will have to cater to how many users?	For URA, there are 10 users at present. This is expected to increase to 32 in about

Query No.	Query	Response
		3 years. For MARENA, there are 8 users at present. This is expected to increase to 20-25 in about 3 years.
32	Will the consultant have to prepare the tender document for the procurement of IT equipment?	No, the tender document will be prepped by UNDP as per available formats. However, it is expected that the consultant will provide the technical specifications in the form of a Bill of Quantities and will assist in the evaluation of bids obtained.
33	How many users will use the website? What is the planned load? Will there be internal users – e.g. for working with digital documents?	Yes, there will be internal issues. There will be digital documents that will be used.
34	Will e-licensing entail generation of reports on electricity production using data from CEB?	The e-licensing will not entail reporting on electricity production. Separate data protocols would be initiated between MARENA and the CEB (not within the scope of this consultancy services).

- 3.2 In addition to the above queries, the potential bidders present highlighted that the lack of information and requirements on the development of the website/portal for MARENA and URA, it would be difficult for them to appropriately quote for the tender. They opined it would be more appropriate to have one procurement exercise for the consultancy service that would have as deliverables, firstly a proper gap analysis and secondly a list of recommendations on requirements and specifications for the development of the website/portal and other associated software for MARENA and URA. The second phase would be the procurement of hardware and the recruitment of the IT contractor for the development of the website/portal and associated software. The MIS consultant will oversee the installation of the hardware and development of the website/portal in the third phase and ensure handing over and training to the MARENA/URA staff in the final phase.
- 3.3 The abovementioned views were considered and it was decided that the Terms of Reference for both lots of the RFP would be amended by the removal of deliverables 4a, 4b and 5 of the RFP (submission of draft website/portal including site architecture layout as well as proposed contents, final website launched and completion certificate signed and customisation and installation of appropriate software at MARENA).
- 3.4 The Chairperson informed all the potential bidders present that should they be awarded the contract for the consultancy, they will not be eligible to bid for the software development or provision of hardware

3.5 The potential bidders present were informed that site visits would be held at MARENA and URA on Monday 30 July 2018 and Tuesday 31 July 2018 respectively at 13 00 hrs for both.

4.0 Closing

The Chairperson informed the potential bidders present that a decision would be taken following the site visits as to whether the deadline for submission for current bid exercise will be extended or a new Request for Proposal would be posted. The meeting ended at 11 28 hrs with a note of thanks from the Chairperson.