



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



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**Notes of the site visit meeting at URA 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: *Tuesday 31 July 2018 at 13 30 hrs*

Venue: *URA, 8th floor, 1 Cybercity, Ebène*

Were Present:

SN	Name	Designation	Organisation
1	Mr S. Naiko	Administrative Officer	URA
2	Ms M. Christine	Legal and Licensing Officer	
3	Mr P. Moothoosamy	IT Officer	
4	Mr M. Raggoo	Project Manager – GCF Project Component 1	UNDP
5	Mr R. Soobhany	Manager	LCI
6	Mr J. P. Anne	Business Development Executive	
7	Mr D. Staub	Manager	Business at Work
8	Mr A. Sunassee	Manager	Deloitte
9	Ms A. Aumeeruddy (Secretary)	Project Assistant – GCF Project Component 1	UNDP

1.0 Opening

Mr M. Raggoo welcomed everyone and requested them to introduce themselves.

2.0 Discussions

2.1 Overview of URA and requirements

Mr S. Naiko provided an overview of the URA. He informed the potential bidders present that the organisation was only operational since last year following the amendment of the URA Act in 2016. He added that there were 10 staff at present, but that would be expected to increase to 24 by the end of December 2018 and 32 later. Mr S. Naiko informed everyone that URA would have to be ready with a licensing framework by start of 2019. He also suggested that the website of the Rwanda Utilities Regulatory Authority (RURA) might be used as an example of what was required for URA. With respect to the mandate of the URA, Mr S. Naiko informed that, according to the existing URA Act, the organisation was supposed to regulate only electricity for the time being. He added that the MIS consultant would be expected to advise on cabling, server, PABX etc.

2.2 *Presentation of revised RFP*

Mr M. Raggoo gave a presentation on the mandate on the proposed phased approach for the procurement of the Management Information System (MIS) for the organisation. He highlighted that, given the mandate of URA, the design of the MIS would involve the design of application forms, accessibility of guidelines to licensees, as well as a proprietary file coding system, amongst other requirements. The potential bidders present were informed that URA was expected to stay at its current location for the next 4 years and that they would require a LAN and video conferencing.

2.3 *e-licensing*

The potential bidders present were informed that URA would require a licensing platform but not e-licensing *per se*. The licensing platform would contain links to downloadable forms for potential licensees and would be of an informative nature. Mr S. Naiko highlighted that the URA website should, however, be able to accommodate e-licensing in the future if the need arose. The website of the Rwanda Utilities Regulatory Authority (RURA) was shown as an example of what was expected for the URA.

Ms Christine further elaborated that a full-fledge e-licensing platform would not be required at URA level and that this feature, would instead be provided by the Economic Development Board (EDB). The facility that needs to be provided on the website of URA is the provision of downloadable forms that can be downloaded and filled in and sent back to URA for assessment.

2.4 *IT consultancy team composition*

It was proposed that additional personnel be included in the proposed team composition to cater for the electrical specifications aspects.

2.5 *Remote access*

With respect to remote access, potential bidders required more details on what would require remote access, whether it would be the document system or others such as payroll. They were informed that the requirement would be fine-tuned during the assessment phase.

2.6 *Software requirements*

Mr M. Raggoo indicated that technology proposed could be cloud-based and that URA already had its domain, hosted on GoDaddy. With respect to the document filing system, he indicated that ISO27001 was a reference only and that it was not expected that the IT consultant would create all required documentation for such accreditation. Mr A. Sunassee requested that the existing software licenses already procured by URA be communicated.

With respect to the accounting software, Sage Pastel was proposed. It was noted that all software development would be carried out by the IT contractor; the IT consultant would supervise the works of the contractor.

3.0 Questions

3.1 Following the presentation, Mr M. Raggoo invited the potential bidders present to raise any query they might have. The following questions were addressed:-

Query No.	Query	Response
General		
1	Will there be a need for an integrated software for accounting and payroll?	The accounting and payroll software may be distinct but an integrated software is preferred.
2	Will 2 consultancy teams be required if a company is bidding for both lots (MARENA and URA)?	Yes, 2 teams will be required.
3	Is a server room available at URA?	Yes. The server room was shown to the potential bidders present.
4	Will a members area be required on the URA website?	No.

4.0 Closing

Mr M. Raggoo informed the potential bidders present that the amended RFP would be re-launched in early August. The RFP would be floated for 3 weeks, following which submitted offers would be evaluated. A tour of the URA premises was then given to the potential bidders present for them to have an idea of the layout and physical infrastructure. The site visit ended at 14 45.