REQUEST FOR PROPOSAL

For Hiring of Event Planning & Management Agency

RFP No.:001/01/2022

Country: India

Issued on: 18 January 2022

1. Contents

Section 1. Letter of Invitation 4
Section 2. Instruction to Bidders 5
A. GENERAL PROVISIONS 5
1. Introduction 5
2. Fraud & Corruption, Gifts and Hospitality 5
3. Eligibility 5
4. Conflict of Interests 5
B. PREPARATION OF PROPOSALS 6
5. General Considerations 6
6. Cost of Preparation of Proposal 6
7. Language 6
8. Documents Comprising the Proposal 6
9. Documents Establishing the Eligibility and Qualifications of the Bidder 6
10. Technical Proposal Format and Content 6
11. Financial Proposals 6
12. Proposal Security 7
13. Currencies 7
14. Joint Venture, Consortium or Association 7
15. Only One Proposal 8
16. Proposal Validity Period 8
17. Extension of Proposal Validity Period 8
18. Clarification of Proposal 8
19. Amendment of Proposals 9
20. Alternative Proposals 9
21. Pre-Bid Conference 9
C. SUBMISSION AND OPENING OF PROPOSALS 9
22. Submission 9
Email Submission 9
23. Deadline for Submission of Proposals and Late Proposals 9
24. Withdrawal, Substitution, and Modification of Proposals 10
25. Proposal Opening 10
D. EVALUATION OF PROPOSALS 10

26. Confidentiality 10
27. Evaluation of Proposals 10
28. Preliminary Examination 10
29. Evaluation of Eligibility and Qualification 10
30. Evaluation of Technical and Financial Proposals 11
31. Due Diligence 11
32. Clarification of Proposals 12
33. Responsiveness of Proposal 12
34. Nonconformities, Reparable Errors and Omissions 12
E. AWARD OF CONTRACT 12
35. Right to Accept, Reject, Any or All Proposals 12
36. Award Criteria 12
37. Right to Vary Requirements at the Time of Award 12
38. Contract Signature 12
39. Performance Security 13
40. Bank Guarantee for Advanced Payment 13
41. Liquidated Damages 13
42. Payment Provisions 13
43. Other Provisions 13
Section 3. Bid Data Sheet 14
Section 4. Evaluation Criteria 17
Section 5. Terms of Reference 19
2. Context setting 21
3. Objective 22
4. Proposed Methodology 23
5. Deliverables 24
6. Timeline: 25
Section 6: Returnable Bidding Forms / Checklist 31
Form A: Technical Proposal Submission Form 31
Form B: Bidder Information Form 33
Form C: Joint Venture/Consortium/Association Information Form 34
Form E: Format of Technical Proposal 37
Form F: Financial Proposal Submission Form 41

2. Section 1. 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

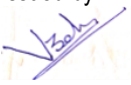
- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form (Not Applicable)
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

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.

Please acknowledge receipt of this RFP by sending an email to procurement@isolaralliance.org , indicating whether you intend to submit a Proposal or otherwise. You may send the Technical Proposal and the Financial Proposal files separately. The financial and technical proposal shall be encrypted with different passwords and clearly labelled. Any Amendments to the RFP will be notified on ISA Website. 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: Vineet Mathur
Title: Administrative & Procurement Analyst
Date: 18 January 2022

3. Section 2. Instruction to Bidders

A. GENERAL PROVISIONS		
1. Introduction	1.1	Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by ISA.
	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.
2. Fraud & Corruption, Gifts and Hospitality	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.
	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.
	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.
	2.4	All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1	A vendor should not be suspended, debarred, or otherwise identified as ineligible by any 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.
	3.2	It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by ISA.
4. Conflict of Interests	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: 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of ISA.
	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.
	4.3	Similarly, the Bidders must disclose in their proposal their knowledge of the following: 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. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. 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.
B. PREPARATION OF PROPOSALS	
5. General Considerations	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. 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
6. Cost of Preparation of Proposal	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.
7. Language	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.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: 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. Documents Establishing the Eligibility and Qualifications of the Bidder	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.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 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. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by ISA, and at no expense to ISA 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the ISA. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	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. 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. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	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. 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. 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. 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. 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: 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: i. to sign the Contract after ISA has issued an award; or 12.6 to 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.
13. Currencies	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: 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.
14. Joint Venture, Consortium or Association	14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. 14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of ISA. 14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal. 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment

	by ISA. 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. 14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
15. Only One Proposal	15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture. 15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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.
16. Proposal Validity Period	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. 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.
17. Extension of Proposal Validity Period	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. 17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. 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.
18. Clarification of Proposal	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. 18.2 ISA will provide the responses to clarifications through the method specified in the BDS. 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.

19. Amendment of Proposals	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. 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.
20. Alternative Proposals	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. 20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	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.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	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. 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. 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.
Email Submission	22.4 Email submission, if allowed or specified in the BDS, shall be governed as follows: 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. ISA 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. Deadline for Submission of Proposals and Late	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 23.2 ISA shall not consider any Proposal that is submitted after the deadline for the submission of

Proposals		Proposals.
24. Withdrawal, Substitution, and Modification of Proposals	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.
	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"
	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
25. Proposal Opening	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. Confidentiality	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.
	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.
27. Evaluation of Proposals	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.
	27.2	Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	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. Evaluation of Eligibility and Qualification		a) Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria). b) In general terms, vendors that meet the following criteria may be considered qualified: c) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers. d) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, e) 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; f) They are able to comply fully with ISA General Terms and Conditions of Contract; g) They do not have a consistent history of court/arbitral award decisions against the Bidder; and h) They have a record of timely and satisfactory performance with their clients.

	i) The consulting firm should provide credentials, through adequate references or documentation, of the following qualifications: j) Current local presence in the ISA focus countries. Past experience of working with ISA and/or with multilateral/international organizations will be an added advantage
30. Evaluation of Technical and Financial Proposals	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. 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. 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. 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows: <u>Rating the Technical Proposal (TP):</u> **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 <u>Rating the Financial Proposal (FP):</u> **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 <u>Total Combined Score:</u> **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)
31. Due Diligence	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: 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.

32. Clarification of Proposals	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.
	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.
	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.
33. Responsiveness of Proposal	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.
	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.
34. Nonconformities, Reparable Errors and Omissions	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.
	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.
	34.3	For Financial Proposal that has been opened, ISA shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of ISA there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) 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.
	34.4	If the Bidder does not accept the correction of errors made by ISA, its Proposal shall be rejected.
E. AWARD OF CONTRACT		
35. Right to Accept, Reject, Any or All Proposals	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.
36. Award Criteria	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.
37. Right to Vary Requirements at the Time of Award	37.1	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 unit price or other terms and conditions.
38. Contract Signature	38.1	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.
39. Performance Security	39.1	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.
40. Bank Guarantee for Advanced Payment	40.1	Except when the interests of ISA so require, it is ISA's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.
41. Liquidated Damages	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.
42. Payment Provisions	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.
43. Other Provisions	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.
	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.
	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
	43.4	Termination: Either Party may terminate the Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other Party.
	43.5	ISA may terminate the Contract at any time by providing written notice to the Contractor in any case in which the mandate of ISA applicable to the performance of the Contract or the funding of ISA applicable to the Contract is curtailed or terminated, whether in whole or in part. In addition, unless otherwise provided by the Contract, upon sixty (60) day's advance written notice to the Contractor, ISA may terminate the Contract without having to provide any justification therefor.
	43.6	Penalties: If the contractors fails to complete the works within the time specified in the contract, the supplier will pay the procuring entity liquidated damages for each calendar day of delay (1%) of the price of the contract, up to a maximum percentage of the final price of the contract. The procuring entity will be entitled to deduct any liquidated damages from the supplier's outstanding invoices, if any.

4. 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 conference	Will be Conducted Time 3.00 PM (Indian Standard Time (IST): Date: 28 January 2022 Venue: Virtual meeting using Zoom platform The ISA focal point for the arrangement is: Procurement Unit E-mail: procurement@isolaralliance.org
5	10	Proposal Validity Period	90 days
6	14	Bid Security	NIL
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: 0.1% of contract price per day of delay Max. number of days of delay 15, (1.5% of contract amount) after which ISA may terminate the contract.
9	40	Performance Security	**Required 10% of the contract amount**
10	18	Currency of Proposal	**Local currency Indian Rupees or US Dollars**
11	31	Deadline for submitting requests for clarifications/	8 days before the submission deadline

		questions	
12	31	Contact Details for submitting clarifications/questions	Focal Person in ISA: Procurement Unit E-mail: procurement@isolaralliance.or Address: International Solar Alliance, 3rd Floor, Surya Bhawan, NISE Campus, Gwal Pahari, Gurugram, Haryana - 122003, India
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
14	23	Deadline for Submission	**6.00 PM (Indian Standard Time) IST by 09 February 2022**
14	22	Allowable Manner of Submitting Proposals	☐ **Submission by email**
15	22	Proposal Submission Address	E-mail: procurement@isolaralliance.org
16	22	Electronic submission (email) requirements	▪ 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 financial proposal must not be provided to ISA until requested by ISA ▪ Max. File Size per transmission: 5 MB
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 is 70%.
18		Expected date for commencement of Contract	*March 15, 2022*
19		Maximum expected duration of contract	The contract will be for a period of one year and can be extended for another year based on satisfactory performance.
20	35	ISA will award the contract to:	One Proposer Only

21	39	Type of Contract	ISA will award contract to one Consultancy firm.
22		Other Information Related to the RFP	*[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]*

5. 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

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
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
QUALIFICATION		
History of Non-Performing Contracts[1]	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 **Four years** in high level global events organization & management.	Form D: Qualification Form
	Experience on similar engagements done for sovereign governments, international organizations, Multilaterals or UN Agencies in more than 1 regions of the world.	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.

	Minimum 4 events/contracts of similar value, nature and complexity implemented over the last 4 years. (Virtual: at least 4 in past two years, Physical: at least 4 in two years pre-pandemic) having the participation of up to 15,000 delegates.	
Financial Standing	Minimum average annual turnover of **USD 1500,000 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. Bidder should also share past 3 years financial audit statement.	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
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: Regional Offices, Collaborations with key stakeholders like IPAs, Chamber of commerce, key media houses etc., 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 Sovereign Governments, International Organizations, Multilaterals or UN Agencies.	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	50

	execution of the contract		
		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	Project Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Senior Expert **(6)**: Event Concept & Creative Expert (1), Conference Programme Expert (1), IT Expert (1), International Liasioning & Partnerships Expert (1), Logistics Expert (1), Media & Communication Expert (1). Exhibition Expert (for specific event – if required)		84
	- General Experience (2 x 6)	12	
	- Specific Experience relevant to the assignment (7 x 6)	42	
	- Regional/International experience (4 x 6)	24	
	- Language Qualifications (1 x 6)	6	
3.2 c	Junior Expert **(3)**		36
	- General Experience (2 x 3)	6	
	- Specific Experience relevant to the assignment (6 x 3)	18	
	- Regional/International experience (3 x 3)	9	
	- Language Qualifications (1 x 3)	3	
		Total Section 3	**300**

Section 5. Terms of Reference

1. About International Solar Alliance (ISA)

The International Solar Alliance (ISA) was conceived as a coalition of solar-resource-rich countries to address their special energy needs. The ISA will provide a dedicated platform for cooperation among solar-resource-rich countries, through which the global community, including governments, bilateral and multilateral organizations, corporates, industry, and other stakeholders, can contribute to help achieve the common goal of increasing the use and quality of solar energy in meeting energy needs of prospective ISA member countries in a safe, convenient, affordable, equitable and sustainable manner.

2. Scope of Work

A key aspect of ISA's work is to ensure wider outreach and dissemination of work done towards the promotion and adoption of solar energy worldwide.

ISA seeks a services provider (hereafter, termed as 'Bidder') to deliver support of several types of requirements related to events/meetings. The potential Bidder is expected to support all technical aspects to deliver each event 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 Bidder will be responsible for all the activities/ services required for successful international events as mentioned in the ISA Calendar attached (Annexure-I) *(dates indicated are tentative and subject to change)*. The Bidder will handle **concept-to-conclusion event management** for all the ISA events, held in either of formats – virtually, physically, or in hybrid mode.

2.1. VIRTUAL EVENTS

In case of virtual events (all events till February 2023), the Bidder will handle the following activities:

1. **Team Deployment:** Deployment of an efficient and experienced event planning and management team.
2. **Development of Virtual IT Platform:** Providing and managing an interactive virtual IT platform for handling various events that will be integrated in the ISA website
3. **Integration of Virtual Exhibition Space:** The virtual platform shall also be capable to be integrated with an interactive, lead generating Exhibition Space with Exhibitors' Digital Stands (the total numbers of the same shall be confirmed by ISA) and capacity to handle the traffic of over 1000 visitors logged in at the same time. The need for the Exhibition for each event on the virtual IT platform and the total number of Digital Stands required shall be confirmed by ISA with a prior notice while planning for the event. 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 viewing/ 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.

4. **Programme module:** Designing a dynamic event programme module & speaker roster considering several time zones.
5. **Registration Process & Recruitment Campaign:** Designing and managing the registration process for individual entry & visitors' data linking to ISA's online database (HubSpot). Cross-referencing country participation data with credentials' forms of member countries and previous years' database. Database to be categorized country-wise with clear mark-up of official member country delegation as per the credentials forms submitted. The recruitment campaign including using branded HTML email marketing on ISA's CRM account.Country-wise/Organisation-wise participant list generation, automatic if possible, cross-referenced with the registration details and the credentials form. The participant list would need to be in tabular form in MS WORD and would need to capture the name of the delegate, country, designation (including name of the organization), and email coordinates.
6. **Customized Studios:** AV equipment (cameras, audio, lights, green backdrop, crew, etc.) and software for video production into Zoom and live streaming in the studio setting as indicated by the ISA.
7. **Preparation of Advisory for Participants:** The agency would prepare and send out an advisory to all the delegates and registered participants on how to join the meeting interface.
8. **Translation Facilities:** Provide translation facilities from English to Spanish, French, and Arabic (on demand), and reverse translation vice-versa in all Events in governance meetings, such as: Regional Committee Meetings, Standing Committee Meeting, Assembly, and also in World Solar Summit (if any). The need for the Translation Facilities, including the languages for which translation is required, for each event shall be confirmed by ISA with a prior notice while planning for the event. Two sets of translators would be required for parallel sessions and one set of translators required for the rest of the event.
9. **Recording of Events:** Provide video recordings, of the entire events along in all translated languages (English, Spanish, French, Arabic, etc.). The language translation of video recordings of each event shall be confirmed by ISA with a prior notice while planning for the event. Provide Country-wise separate recordings with their English transcription for all member countries of all ISA Governance Body meetings – i.e., Assembly, Standing Committee, and Regional Committees – to be uploaded on ISA Website.
10. **Transcription Services:** Provide transcription services from Audio-to-Text, with text in English, of the meeting recordings to facilitate report preparation for the General Assembly.
11. **Features and Facilities of Virtual IT Platform:** The virtual IT platform to be developed will have the following features and facilities:
    a) **Multi-lingual Programs Feature:** 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 Large Participants:** Capability to support a large number of concurrent users (up to 5,000 for some of the events such as Global event in parallel of the Assembly)
c) **Run Parallel Sessions:** Ability to run multiple parallel sessions (to indicate estimated sessions to run in parallel) at the same time.
d) **Searching and Tagging Sessions:** Categorizing/ tagging sessions and searching sessions by topic, keyword, or speaker.
e) **Integrate Question-Answer Capability:** Hosting Question and Answer (Q&A), Chat & Hand raise features required in all sessions. 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) **Capability to Support Side Meetings:** 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) **Content Development:** Content strategy, content creation and curation in consultation with stakeholders for side events, webinars, ISA Talks, among others.
h) **Hosting of Platform:** Providing technical advisory related to hosting the platform on a reliable server.
i) **Continuous testing and regular bug fixing:** Testing of the platform at least one week before the event. Provide regular bug fixing and support 24x7 for the platform.
j) **Secure Environment:** The platform should 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.
k) **Help Desk:** The platform should also support online and IVR-based help-desk support 24x7 for 365 days.
l) **Additional Features/ Facilities:**
    i. Role-based access control at all levels with the highest levels of security as recognized globally.
    ii. Facilities such as video on demand, closed-door meetings to enable chat in a private setting, one-to-one meetings, etc. should be available.
    iii. Complete end-to-end social media integration.
    iv. Secure delegate access to live and pre-recorded conference sessions.

2.2. PHYSICAL EVENTS

In case of physical events, the Bidder will manage following activities leading to successful conduct of events:

2.2.1. Events Organized in India

1. **Overall Coordination:** Coordinate all Events including Summits, Webinars, and ISA Assembly among others conducted in Physical format for their smooth conduct. The responsibilities of the Bidder will include coordination of all sessions, stage set up, decorations, manpower, dais management, distribution of mementos and certificates, deputation of manpower, session report and other duties assigned by ISA. The Bidder would also be required to coordinate the selection and supervision of this onsite

manpower. Engaging with and hiring third parties i.e., Service Providers, Consultants, etc. to assist the Bidder in organizing the events including ancillary activities and all services incidental to the activities mentioned herein.

2. **IT Infrastructure:** Hosting events with a large number of participants from all over the world would require establishment of adequate IT infrastructure at the venue to:
    a) Facilitate fast and easy access;
    b) Internet for all the participants without any down time;
    c) Web casting of the event and facilitation of audio and video conferencing;
    d) Facilitate protocol arrangements, accommodation, transportation, hospitality, sightseeing, safety & security, etc.;
    e) Promotion of the event on social media;
    f) Promoting the event through print and digital media and other local promotions;
    g) Setting up and running a helpdesk
3. **Logistics and Accommodation:** Speakers and other selected guests are to be provided accommodation and airfare, wherever necessary
4. **Publicity including Curtain Raiser:** The Bidder will be required to conduct a curtain raiser event and will be required to arrange for a suitable place and associated ancillaries, in consultation with ISA. The Bidder will also ensure adequate publicity for the event by making a media plan (both print and electronic) and after taking ISA approval, and ensure effect release of the advertisements as per the plan.
5. **Website & Social Media Management:** Event microsite will be owned by ISA. However, management & support services for microsite development, daily updating and maintenance shall be done by the Bidder. The Bidder would also be responsible for Online Abstract Management, which will include:
    a) Designing of microsite
    b) Receiving registration for the event
    c) Posting key developments related to event
    d) Update the details of the various plenary sessions, discussion, points from keynote speakers, etc.
    e) Posting regular information about the event on the social media, in collaboration with ISA Secretariat
    f) Update details of the outcome of the various MoUs, Commitment for investments, etc.
    g) Installing and operating various display units, information kiosks for real time dissemination of information to participants/guest
6. **Exhibit Management:** The Bidder would provide integrated Exhibition Services, which shall be confirmed by ISA with a prior notice while planning for the event. These Services which would include:
    a) Off-site Exhibit Management
        i. Designing floor plan and maintenance of exhibition hall.
        ii. Producing the call for exhibitors and exhibitor registration plan.
        iii. Soliciting and securing exhibitors through direct mail and telemarketing.
        iv. Processing of requests for exhibit information.
        v. Creating sales and marketing tools.
        vi. Accepting and processing all exhibitor applications including invoicing.
        vii. Preparing and distributing exhibitor service manual and contract with decorator.

viii. Distributing exhibitor confirmations and booth assignments.
ix. Contracting and acting as liaison for decorator.
x. Arranging for and ordering exhibit hall materials.
xi. Interface with exhibitors and exhibit hall venues.
xii. Providing final exposition report.
xiii. Processing orders for tracking/bar coding equipment.

b) On-site Exhibit Management
   i. Conducting site inspection of exhibit area.
   ii. Ensuring all exhibitors set-up breakdown according to code and event regulations.
   iii. Act as liaison between exhibitors, vendors, committee, and staff.
   iv. Fulfilling order for attendee info tracking equipment.
   v. Providing bar-coded badges for exhibitor lead tracking.
   vi. Facilitating VIP movement in the exhibit area

The Bidder would be required to make arrangements to sell online, through advertisement in the print and electronic media, or personal contacts and overseas marketing through international trade shows, the space booked for exhibition by constructing shells/ booths in different sizes to companies/ Government Agencies wishing to exhibit their products, equipment, and technologies and set up information counters etc. The Bidder would construct temporary shells/booths at the venue of the exhibition. The Bidder, in consultation with ISA, would fix the selling price for the constructed shells/ booths.

7. **Event Halls and Venues:** The Bidder shall be required to plan hall allocation arrangements as per requirements of exhibition, plenary, breakout, and various other sessions. The Bidder would be required to prepare floor plan for both exhibition spaces as well the event sessions. This will include seating arrangements including those at dais, backdrop, ushering of speakers/ panelists/ VIPs, on-site catering services for providing tea, snacks, food, etc., to the participants during breaks in sessions/ meetings and at lunch would require to be arranged/ coordinated by the Bidder.
8. **Setting up of Event Secretariat:** An exclusive Secretariat would be set up at a place mutually convenient to ISA and the Bidder for carrying out the following functions:
   a) Correspondence with all prospective delegates, exhibitors, invited guests and speakers;
   b) Content development, drafting, designing and layouts of announcement brochures, information dissemination to newspapers etc.;
   c) Maintaining DATABASE using customized web-based software;
   d) Maintenance of correspondence/records for respective activities;
   e) Online registration and payment;
   f) Monitoring of progress of confirmation by speakers, revenue, and expenditure, booking of exhibition space and other preparatory activities for the event.
9. **Workstation/Business Centre:** The Bidder will set up workstation/ business center facilities to the participants at the venue wherever necessary.
10. **Event setting and Facilities:** These would include Disaster Management & Audio-Visual set ups. The Bidder will have to set up the Audio-Visual facilities, Registration and Secretariat Office, Information and Hospitality Office, Medical Assistance, Internet browsing facility, Firefighting facilities, Disaster and Evacuation Management facilities, etc., for an un- interrupted conduct of the sessions in all event /Meeting Rooms, Offices

and Exhibition Halls, etc. The events would require extensive audio video coverage. The Bidder must arrange for both video & still recording facilities of proceedings.

11. **Printing of Materials:** The Bidder will undertake the responsibility of designing and printing of all materials like:
    a) Announcement Brochures & Flyers
    b) Exhibition Brochure including the list of exhibitors
    c) Main Schedule and proceedings
    d) Souvenir
    e) Certificates, Coupons for Entry, Meals, Invitation Cards, Delegate Badges etc.
    f) Packaging and distribution of the participant kits, gifts & souvenirs.
    g) Coffee table book
    h) Theme paper for the event
    i) Kit bags, material, gifts, etc.
12. **Social/ Cultural Evening(s):** The Bidder will coordinate the social evening(s) with the ISA dinner and cultural programmes, as required and advised by ISA. The Bidder will also assist the event sponsor (s) in arranging and providing the Food & Beverage and Cultural Troupe for the social evening(s).
13. **Wrapping Up:** The Bidder will dismantle and clear the area of exhibition and all other temporary constructions/ arrangements made.

2.2.2. Events Organized outside India

The Bidder shall undertake all the activities as mentioned under '2.2.1. Events Organized in India' in case the event is being organized outside India or in case ISA is participating in any global event as a co partner or as a participating organization (As on need basis, conveyed by ISA in advance). The Bidder is free to opt local subcontracting or any other way to undertake all the on-ground activities for event management.

Additionally, the Bidder would be required to assist ISA Secretariat to form Memorandum of Understanding with respective country Nodal Agency in case the ISA is the principal organiser of the event.

2.2.3. Responsibilities of ISA

ISA Secretariat is responsible for the overall organization of the Events and will provide all necessary support and consultation to the Bidder. The following are important responsibility areas of the ISA Secretariat:

1. Providing all the required guidance, support, permissions, or approvals, as required, to the Bidder, for organizing the Events, as and when required.
2. Overall framing of different programmes, suggesting speakers for different sessions.
3. Provide support for physical infrastructure, approvals and permissions for venue, security, safety, permission and allotment of necessary power, water supply, etc. for organizing the Event.
4. Provide support to the Bidder in terms of marketing the Event as per mutually agreed plan.
5. Acquiring all Government permissions and clearances for organizing all sessions of the Meeting, issue necessary recommendation letters, wherever necessary for facilitating various service providers for speedier accomplishment of their jobs
6. Support the Bidder for effective and timely coordination with Government officials
7. ISA shall also furnish the names and designation of the persons who have been authorized by ISA to issue instructions and written consent for implementing the agreement.

8. ISA would facilitate fund generation for the event. In addition, Government PSUs, Banking & Non-Banking Financial Institutions may also be requested for sponsoring the event.

2.3. HYBRID EVENTS

In case of hybrid events, the Bidder will handle the activities, mentioned both under virtual as well as physical events, depending upon the tentative number of participants attending under both formats. ISA shall inform the Bidder about the tentative number of participants attending under both formats to the Bidder in prior while planning for the event to assist the Bidder gauge the scale of effort required.

Note:

a) 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.

b) The Bidder shall be solely responsible for adequately testing and maintaining the platform prior to the events.

c) All events will be recorded and made available to ISA after completion of the events.

d) 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.

e) The IT platform developed for virtual events should be fully integrated with the ISA Website.

f) The Bidder shall be responsible for providing end-to-end support for successful organization of all events (Annexure I) organized in any format as defined under Scope of Work in section 5 to cover pre, during and post event deliverables. The format of the events shall be finalized keeping in mind the prevailing COVID scenario. However, ISA envisages that the ISA flagship events, namely ISA Assembly, & associated side events, ISA's participation in COP27, ISA Donor's Meet (Friends of ISA), Global Solar Summit, Corporate Conclave, would be organized in physical/ hybrid format.

3. Management Services Required

3.1. COORDINATION THROUGH WEBSITE

The IT platform and Event Website will be owned by the International Solar Alliance (ISA). However, management and support services for the website and platform development, daily updating and maintenance will be required from the Bidder.

3.2. MARKETING AND PROMOTION

1. 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
2. Partnership marketing – production of a multimedia media or asset pack to be shared with partners around the events.

3.3. EXHIBIT MANAGEMENT

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

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

The Bidder would be required to plan to solicit and secure Exhibitors for setting up Stalls/ Booths in different sizes to companies/ financial institutions/ corporates/ government agencies wishing to exhibit their products, equipment, and technologies etc. The Bidder should give in writing the means and tools proposed to be used to sell the Exhibition stalls.

3.4. INVITING SPEAKERS AND DELEGATE REGISTRATION

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

3.5. SETTING UP OF CONFERENCE SECRETARIAT

An exclusive Secretariat would be set up at a place mutually convenient to ISA and the Bidder to carry out the following functions:

1. Correspondence with all prospective delegates, guests, and speakers;
2. Content development, drafting, graphic designing announcements, e-brochures, and other promotional material etc.;
3. Maintaining the database using ISA's HubSpot account;
4. Online registration, assigning Exhibition Stalls and receiving confirmation etc.;
5. Online registration; communicating confirmations & providing joining link to prospective participants;
6. Overall coordination with ISA.

3.6. SERVICE & SUPPORT

The Bidder will 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 through regular meetings and regular reporting in writing in form of Monthly Reports submitted to ISA (format of the report shall be confirmed by ISA). The Bidder will also provide Attendee support and customer service pre, during and post event along with End-to-end support for Events, including pre-recorded speaker training and live webcast monitoring. The Bidder should have linkages with a Travel Agency which can take care of the Travel and boarding arrangements of the ISA Staff for events abroad, as and when required.

3.7. OUTSOURCING OF MANPOWER

The resource profile will include staff to cover pre, during and post event deliverables. The Bidder will list staffing requirements by function (such as office assistants, stenos, interpreters for senior officials, international speakers, ISA partners and other stakeholders). The Bidder can outsource manpower, in a transparent manner, to undertake various activities or services.

3.8. CLASSIFICATION OF SERVICES

The Bidder shall undertake the following services as required which may be broadly classified as under:

1. Assist ISA in conceptualization of the Assembly, Conference Sessions and Exhibition;
2. Assessment of requirement of various logistics;
3. Setting up of Event Secretariat for the duration of the Events;
4. Hiring of various services, equipment required for the Events;
5. Arrangements for audio & visual and still photography;
6. Issue of invitations, follow-up & securing confirmation of participation;
7. Preparation & distribution of all necessary documents for the Events;
8. Development and maintenance of an IT platform and/or Event Website;
9. Coordination of all official functions and meetings related to ISA Events;
10. Facilitating links with all speakers and if required creating facilities of pre-recording of speeches/ addresses of VIPs
11. Complete solution to the various aspects of the Event.

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

3.9. POST EVENT REPORTS FOR RECORD AND AUDIT REQUIREMENTS

Within one month of the end of the events, the Bidder will comply with the auditing requirements. The Bidder 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 & qualitative data on delegate participation for events
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 sponsors of 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

Note: *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.*

4. Timeline:
   12 months (March 2022 – February 2023)

Section 6: 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	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
▪ Form H: Proposal Security Form	☐
▪ [Add other forms as necessary]	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope
(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

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?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you an ISA vendor?	☐ Yes ☐ 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:	▪ Company Profile, which should not 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: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	**Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)*	**Proposed proportion of responsibilities (in %) and type of services to be performed**
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture ***OR*** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to ISA `for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

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

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ 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)

☐ No litigation history for the last 3 years

☐ 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 Year Year	USD USD 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
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Curent Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
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 or party to a JV, 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 E: FORMAT OF TECHNICAL PROPOSAL

Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section 4. The below sections correspond to the sample criteria included in this template RFP in Section 4]

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 Specific organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.

1.3 Relevance of specialized knowledge and experience on similar engagements for fund-raising 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 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

2.6 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. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	*[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]* [INSERT]
PROFESSIONAL CERTIFICATIONS	*[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]* ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	*[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.]* [INSERT]
REFERENCES	*[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]* REFERENCE 1: [INSERT] REFERENCE 2: [INSERT]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

_____ _____

Signature of Personnel Date (Day/Month/Year)

FORM F: 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 G: 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: Indian Rupees/USD

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees	All Bidders shall quote only one price
Other Costs (If any)	
Total Amount of Financial Proposal (Monthly & Yearly separately)	

5. Annexure I: List of ISA Events

APPENDIX A: ISA CALENDAR

	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
Week 1	NFP/ Regional Committee Meeting	Webinar 2		Webinar 5 (Vision)	Webinar 6	Webinar 7	Standing Committee Meeting	Media Round Table with Key Media Houses	Webinar 10 (Technical)			Webinar 14
Week 2	Webinar 1 (Technical)		Webinar 4 (Technical)		Private/ Corporate Partner Conclave		ISA Talk 4		COP 27 & Side Events	Webinar 11 (Vision)	Webinar 12	Donor's Meet
Week 3				Editors Luncheon	Standing Committee Meeting			5th Assembly (& Side Events) & Global Solar Summit				
Week 4/5	ISA Talk 1	Webinar 3 (Vision)	ISA Talk 2	Regional Committee Meeting	ISA Talk 3	Webinar 8	Webinar 9		ISA Talk 5		Webinar 13	Webinar 15

Note: The Bidder shall be responsible for providing end-to-end support for successful organization of all events organized in any format as defined under Scope of Work in Section 5 to cover pre, during and post event deliverables. The format of the events shall be finalized keeping in mind the prevailing COVID scenario. However, ISA envisages that the ISA flagship events, namely ISA Assembly, & associated side events, ISA's participation in COP27, ISA Donor's Meet (Friends of ISA), Global Solar Summit, Corporate Conclave, would be organized in physical/ hybrid format.

APPENDIX B: DETAILS OF ISA EVENTS

S.No.	Event Type	Tentative Nature of Event	Duration of Event	Tentative Number of Participants	Tentative Number of Speakers	Parallel Sessions	Translation Services	Transcription Services
1	Webinar	Virtual	90 Min	300- 400	8-10	No	Yes	No
2	ISA Talk	Virtual	60 Min	150	1	No	No	No
3	NFPC/RC/SC	Physical/ Hybrid	Over 3 days	100-200	TBD	No	Yes	Yes
4	Assembly	Physical/ Hybrid	Over 3 days	1000-1500	<150	No	Yes	Yes
5	Global Solar Summit	Physical/Hybrid	One Day	> 10,000	Depends upon the Agenda	Yes	Yes	No
6	Corporate Conclave	Physical/Hybrid	One Day	>5000	Depends upon the Agenda	Yes	Yes	No
7	Donors Meet	Physical/Hybrid	One Day	>5000	Depends upon the Agenda	Yes	Yes	No
8	Media Interactions	Physical	3 Hours	50-100	TBD	No	Yes	No