

UNDP supported, GEF Funded Removal of Barriers to Solar PV Power Generation in Mauritius Rodrigues and Outer Islands – Consultancy Services to Review the Small Scale Distributed Generation Scheme and Assessing the Solar PV Market status - RFP/MAR2016/001

Query No	Question	Answer
1	Please clarify if the pre-bid meeting , that will be held with all potential bidders on Thursday 2nd June 2016 at the United Nations Development Programme, 5th Floor Conference Room, Anglo Mauritius House, Intendance Street, Port Louis at 10h30, <u>is mandatory or not</u>	It is not mandatory
2	Please clarify if a Company, that would participate to this Request for Proposal, must register its profile on UNGM portal before submitting its Proposal	No
3	We note that a pre-bid meeting in Port Louis is planned for 2 June. Can you give us any guidance as to the importance of the pre-bid meeting (is it a prerequisite for bidding for example) and would it be possible to attend the meeting via teleconference?	The purpose of the pre-bid meeting is to respond to any questions which potential bidders may have. It is possible to attend via teleconference e.g. through skype. As for international companies a local counterpart is essential, representation by a local counterpart is also possible.
4.	The project was endorsed in 2010 and it was meant to be implemented over the course of four years. There seems to have been a delay from the PPG to implementation phase. Do you foresee any delays in the undertaking of this assignment?	This is an assignment under the overall project. There should be no delays in executing the assignment as the overall GEF project is closing in December 2016. Hence it is not recommended that one person takes more than one expert position within the consultancy so that more work can be carried out in parallel.
5	In terms of the local counterpart, can you please clarify who qualifies as such, i.e., someone (or alternatively a firm) who has an understanding of the Mauritian context and preferably a Mauritian or someone who lives and works in Mauritius and is in country for the duration of the assignment.	A local counterpart is a Mauritian who is resident in the country on a full time basis and is able to attend ad hoc meetings as requested by the client. No Daily Subsistence Allowance would be paid for a local counterpart as the counterpart is expected to be "local".

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6	Please indicate the contracting authority and the project beneficiary(ies)	UNDP is contracting, the beneficiaries are the CEB and the Government of Mauritius
7	Will the approval of each delivery be undertaken by UNDP, or is there another approval procedure?	The approval will be at the level of CEB first and then UNDP. All deliverables have to be approved by the Steering Committee of the GEF Solar PV project.
8	Will payment be associated with the submission or approval of deliverables; and will it be made by UNDP?	Payment will be upon approval as per the answer given to section 7.
9	Please clarify whether the awarded proposer will be obliged to register in Mauritius in order to receive the relevant payment.	Since it is a UNDP procurement, there is no need to register in Mauritius.
10	Please explain the meaning of "certificate" and "certification" in the following Expert requirement: "Being a certified Analyst in the specific field, with a certificate from an accredited internationally recognized certification body, would be a definite advantage". Please clarify whether such certificates include University diplomas.	This was intended to encompass accreditation with professional bodies in the relevant field. University degrees are already accounted for in the evaluation.
11	Concerning the requirements for the Regulatory Affairs Specialist position, please comment on the eligibility of a specialist with experience of at least 5 years on regulatory affairs in the field of energy or renewable energy; who has carried out at least 5 comprehensive studies in solar PV regulations; but has University degrees in economics and finance, instead of a degree in law.	This will be evaluated at the evaluation stage once the proposal is obtained. The CV of the relevant person has to be examined and it is premature to comment without knowing the substance of those evaluations and the role of the person in those evaluations.
12	Concerning the requirements for the Financial Analyst position, please comment on the eligibility of a specialist with experience of at least 5 years on financing in the field of energy or renewable energy; who has carried out at least 5 comprehensive financial and economic assessments of the solar PV market; but has a University degree in engineering instead of a degree in finance and economics.	Same as above.

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13	GEF funded project “Removal of Barriers to Solar PV Power Generation in Mauritius, Rodrigues and Outer Islands” covers the main island Mauritius of the country and the other other Islands as well (Rodrigues and Outer Islands). In this regard please clarify if the assignment “Review the Small Scale Distributed Generation Scheme and Assessing the Market Status” would be restricted to the main Island of the country (Mauritius) or would be extended to other Islands as well. If yes, what modalities for the same are suggested. Would a survey in person in Rodrigues and Outer Islands would be needed	A single representative may visit Rodrigues for the project. For agalega, there are no known beneficiaries, so no visit is needed.
14	The Mid term review of the GEF funded project “Removal of Barriers to Solar PV Power Generation in Mauritius, Rodrigues and Outer Islands” mentions that Output 1.5 (Review of the SSDG scheme including financial model, technical specifications towards improving the scheme and moving to the next phase) has already been completed. The Mid Term Review report further mentions that the report has been prepared by M/s Mercados. In this regard please clarify if the report submitted by Mercados will be shared. Further, please also clarify if the proposed consultancy will build upon the work already done by Mercados.	This consultancy is different in that it looks at the market status and not the technical specifications of the SSDG as was carried out under the previous study.
15	Table 2, Item 1.1 specifies 10 marks for reputation of organisation and staff / credibility / reliability / industry standing. Considering the attributes being considered are qualitative in nature, please clarify what are the quantitative parameters which would be used while allocating marks against this item	This is a qualitative score based on the submission of the company in relation to information provided in respect of the parameters mentioned.
16	Table 2, Item 1.2 specifies marks for Financial Stability, strength of project management response, project management controls. Considering that these attributes are qualitative in nature, please clarify what are the quantitative parameters which would be used while allocating marks against these sub-item	This is a qualitative score based on the submission of the company in relation to information provided in respect of the parameters mentioned.

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17	Table 2, item 3.2 A (b), item 3.2 B (b), item 3.2 C (b), item 3.2 D (b), item 3.2 E (b), item 3.2 F (b) specifies for different consultants the marks for certification by accredited international bodies. In this regard please clarify what is meant by accredited international bodies. Specifically, please clarify whether a national university would qualify as an international accredited body. E.g. a degree in engineering from a national university would qualify for marks against item 3.2 A (b).	The table has been amended and the total is 1000.
18	At the end of Table 2 on page 32 there is a stated note. This don't seem to be linked to any of the test elsewhere in the RFP document. Please clarify this stated note is linked to which part of the text in the RFP document.	Kindly refer to the text under "Notes". Accordingly, this is linked to all mentions of the term "Degree Holder" in the evaluation table and relates to section 2.8
19	With reference to the Table 3(a), expected duration of main tasks, is there any provision for extension of time in the event that the stakeholders are not available e.g. interview exercise for task A, at the required time.	Bidders will not be required to go on the field to interview the SSDG owners (for task A). The interview must thus be carried out as planned and the assessment will be carried out based on an effective population sample. A venue will also be arranged for meeting the current 250 or so owners of SSDG to facilitate their interview. Site visits to selected owners will be required to ensure a comprehensive analysis of the development of PV since 2010. Time of completion is a critical factor. All invoices must be submitted before early November 2016.
20	Please clarify who will bear the cost of seminars / workshops.	The agenda of the seminars and the venue will be decided jointly between the management team and the selected consultant. The costs will be met from the project fund as described in the RFP.

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21	The Project Manager recommends that the offer must be contextualized (local context) and the consultants must look at the big scope of the government policy / CEB strategy. Please clarify as there are known limitations on the grid. Is the study limited by the grid constraints or can it go beyond the present limitations.	<p>Grid limitation must not be taken as a blocking factor / constraints under this project. The study must frame the future development of solar PV irrespective of the grid limitation. It must actually be an improvement on the current situation.</p> <p>The bidder is not required to set targets as the assignment is not about reviewing energy policy. The review of technical specifications of the SSDG was carried out under the previous study by Mercados. The assignment shall be a review of market status, what has been done, what are the issues, the market inefficiencies etc. and provide recommendations on proposed improvements.</p> <p>The model need to be respectful of the financial sustainability of the CEB, address the empowerment of women, the strengthening of local capabilities [see 3.3.4]</p>
22	Please comment on the “financing policy for SSDG catering for long term financial sustainability for re-investment (refer to 3.3.3)”	<p>The PV equipment has a life time and if the owners opt out of the project at end of the lifetime and do not re-invest, there will be a gap in energy generation.</p> <p>The study will need to verify if the owners were aware of the re-investment cost, analyze how to sustain the involvement of SSDG owners and their current and future investment while taking into consideration the tariff being proposed by CEB.</p>

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23	RFP Clause 15.1 requires consultant to submit proof of adequacy of resources to complete the services required. Kindly let us know the format/documentation proof required by UNDP for establishing the adequacy of the same.	The format is up to the consultant. It is not possible for UNDP to detail how to prove adequacy of resources. Consultants should come up with the relevant details based on the requirements of the Terms of Reference.
24	Data Sheet 26 requires consultant to submit Audited Financial Statement of last three years (2011-2013). It is to be clarified that the three years referred are financial year as per the consultant's country of incorporation. The currency of representation of the required financial statements has not been specified. Is the assumption that there is no need to convert financial statements in to USD/Euro and they can be in the currency of the country of incorporation of the consultant?	Yes
25	Data Sheet 26 further requires Statement of "Satisfactory Performance from Top 3 clients in terms of contract value in the past ten (10) years". It is requested to clarify whether the same is required in pre-specified format. Also please clarify, whether the statement of satisfactory performance from "any" top three clients in term of contract value is acceptable or the client should be in Renewable Energy (Solar, Distributed Generation etc.)	It should be preferably in a similar assignment and can be in the form of a letter.
26	Clause 3.3.1 of Terms of Reference requires consultant to use an off-the-shelf GIS platform for understanding the evolution of stock of rooftop Solar PV. It is requested to clarify the detailed requirement and purpose of such software requirement and whether a transfer of such software/application to client would be required at the end of assignment	This is for providing the CEB with a GIS map of the existing SSDG operators. The software would have to be transferred to the CEB at the end of the assignment.
27	Page 27, Clause 2.1: Technical Approach and Methodology, 5th Bulletin and Page 42, Clause 3.7 a. As per clause 2.1 and 3.7, Consultant need to conduct a full day seminar with SSDG owners and other stakeholder under Task A and a two days stakeholder workshop on discussing the findings of Task A to Task F with key stakeholder along a press communique. No task wise work shop and/or any training during the course of each Tasks with any stakeholder forms the part of the term of reference. Please confirm.	It is up to the consultant to propose additional workshops and trainings if the need is felt.

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28	<p>Page 28, Clause (c) (q): Post Degree Academic Experience</p> <p>a. As the scope of work is reviewing Small Scale Distribution Scheme and assessing the solar PV Market at commercial scale, can the proposer or consultant substitute the academic experience requirement with RE industry experience (specifically solar generation)? Please clarify.</p>	The “academic” should be deleted.
29	<p>Same as above for Expert for Task D – Energy Economist, Business Planning Analyst or Regulatory Affairs Specialist in Page no 30/72.</p>	Same as above.
30	<p>Page 35, Sub-bulletin 1 under Clause 3.3.1: Regarding Primary Research under Task A</p> <p>a. Assistance from UNDP in term of facilitating engagement of proposer/consultant with the CEB (UNDP Client) is required to collect information on capacity and energy yield of installed solar PV projects, contact details of SSDG owners etc., to gather information through primary research. Please confirm.</p>	<p>The CEB will act as facilitator. CEB will invite all the SSDG owners to the workshop and therefore the contact details of the SSDG owners will not be shared. It will be for the consultant to obtain them at the workshop based on the sample for ground truthing. The consultant local counterpart shall make necessary arrangement. Compliance with local regulations, such as the Data Protection Act, should be ensured.</p>
31	<p>Please clarify whether the project fund is exclusive of consultant fee or not. Also requesting UNDP to intimate the ceiling limit in the RFP</p>	<p>This will be exclusive of the consultancy fee, and paid by UNDP directly.</p>
32	<p>Gathering business profile of adopters might be challenging incase all / many of them do not attend the seminar. CEB may share all these details for bidder to analyse and UNDP may assist in facilitating data sharing between the consultant and the CEB,</p>	<p>Consultant may base himself on appropriate social determinants and using ingenuity in designing the questionnaire and technique for data collection as proxy so that required and most accurate information is collected in the SSDG owners’ workshop. Test samples should be provided to validate inferences. Findings and</p>

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		inferences shall be subject to discussion prior to acceptance.
33	<p>We are of the opinion that, the project owner may not be in a position to come along with all technical details to the one day seminar to share the relevant and required information to the consultant or through questionnaire. In that consultant may not be able to cover the entire population size if data is not retrievable from owners.</p> <p>UNDP should ensure the required sample or population size to cover under the sub task and CEB should provide inputs to consultant (though UNDP technical consultant) wherever possible with necessary technical inputs.</p>	<p>As mentioned during the pre-bid meeting, a good sample size is required. In addition, the SSDG installers would also have technical details in their possession in case the SSDG owners do not have it. Finally CEB also possesses the technical details of all SSDGS. During the SSDG Owners' Workshop the consultant should obtain the commitment of all the respondents for data sharing or acceptance for data sharing. Thereafter, the CEB shall endeavor to provide necessary assistance to collect missing data. For the purpose of confidentiality, the identity of respondents/clients will have to be concealed; a reference number shall be used as identifier.</p>
34	a. Please clarify the sample size for the above sub-task. Whether it need to assessed at entire Mauritius in general or need to cover specific identified categories (residential, commercial and industrial)	Both
35	b. With GIS imaging, it's difficult to know to the operating status of already installed solar projects. Therefore, it's suggested that CEB share the SCADA data for all the systems installed to be more accurate.	CEB will provide the identifier and the GPS coordinates of SSDG owners. This shall be under cover of confidentiality and to the extent possible.
36	c. Clarification on availability of the baseline GIS data/Images of installed capacity/developed roof in 2010 to study the evolution	CEB will provide whatever available GIS images. Available GIS images may not be as far as 2010.

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37	UNDP/CEB to clarify any restrictions to access the scada data of installed projects in studying the evolution	So far, only one solar farm is monitored on the CEB SCADA. At present, SSDG and MSDG are not linked to the SCADA.
38	<p>Page 19, Clause 35, Right to vary requirements at the time of award</p> <p>Variation of services up to 25% is very high and the impact of same on each tasks from Task A to Task F would vary and impact the unit price significantly. For example, variation in 25% on higher side under Task A would have high impact on unit price than variation of 25% on Task B as the former involve primary research and conducting workshop that requires travel time etc.</p>	The proposer may provide alternative financial proposals in case any task is to be dropped. The value of the consultancy must be estimated by the consultants based on the person days and tasks required.
39	We plan to partner with an organisation in Mauritius and another organisation in Germany with project experience in Mauritius. Our intention is to form a consortium between us. In that case during the submission of proposal would only a letter of intent from each party suffice?	For any partners in association, a Letter of Association is required. A letter of intent is not enough. The letter of association should be signed by an authorized signatory of the company (if it is a company) and should state clearly who is leading and who is the sub-partner
40	In the RFP document, it is mentioned that we submit 1 original in hard format and 3 copies in hard format. At the same time it is mentioned that the proposals should be put in CD's. Would this mean we would have to submit the proposal both in hard copy, as well as soft copy (in a CD)?	The softcopy of the proposal on the CD shall perfectly match the hardcopies. Both (hardcopy and softcopy) should be submitted prior to the closing date of the request for proposal.
41	Could you please advise whether an expert can participate in two different teams?	There is no restriction on one expert participating in more than one consultancy proposal submission, subject to the agreement of the lead consultants concerned
42	In the RFP it is mentioned in several places "the cost (...) shall be met from the project fund". Does this mean that such cost is not expected to be included in the bid price but directly to be borne by the PMT / UNDP?	Where mentioned has been made that " <i>cost shall be met by the project fund</i> " it should not be included in the bid price.