

Minutes of Pre-bid Meeting held on April 10, 2024
RFP/21/04/KMID/2024-ISA

Date: 10/04/2024
Time: 3:00 PM

S. No.	Bidder's Query	ISA's Response
1.	<p>Regarding the Bid Submission Deadline:</p> <p>The bidder has requested an extension of the bid submission deadline by 1 week, given the extensive nature of the proposal.</p>	<p>As per multiple requests, hereby, we are extending the deadline till May 01, 2024, for the bid submission. (This will be mentioned in the corrigendum)</p>
2.	<p>Regarding the Financial/Legal/Policy Experts in Section 3.2:</p> <p>The bidder has suggested splitting the Financial/Legal/Policy Experts into separate roles - Financial Expert, Policy and Legal Expert, and Environment and Social Expert.</p>	<p>The RFP currently combines the Financial, Legal, and Policy experts into a single category. However, ISA acknowledges the bidder's suggestion to split these into dedicated roles - Financial Expert, Policy and Legal Expert, and Environment and Social Expert.</p> <p>ISA would like to clarify that the RFP does not mandate the bidders to submit separate CVs for these different expert roles. The key requirement is that the proposed expert(s) must collectively meet all the qualification and experience criteria listed in the RFP for the Financial/Legal/Policy Experts.</p> <p>Bidders have the flexibility to either propose a single expert who can cover all the required competencies, or they can propose multiple experts who collectively fulfill the criteria. Irrespective of the approach, the expert(s) must demonstrate that they meet all the specified requirements related to educational qualifications, years of experience, expertise in areas such as financial modeling, policy frameworks, legal aspects, and environmental & social safeguards. ISA will evaluate and score the proposed expert(s) based on the cumulative fulfillment of these criteria, without any pre-determined preference for a single versus multiple experts. The goal is to ensure that the client has access to the required</p>

		breadth and depth of expertise to develop the comprehensive framework.
3.	<p>Regarding travel allowances:</p> <p>The bidder has suggested that if the consultant is required to travel outstation other than the ISA Secretariat, then traveling allowances (accommodation as per company's policy and air/train fare) should be reimbursed as per actuals.</p>	<p>ISA agrees with the bidder's suggestion. While travel to the ISA Secretariat can be covered within the quoted fees, any outstation travel should be reimbursed as per actuals. This will ensure that the consultant is not burdened with additional unplanned expenses and can focus on delivering the project effectively.</p> <p>The consultant will be reimbursed as per ISA's travel policy, which requires all necessary approvals to be obtained before the travel. This will help the consultant plan and execute the project without financial constraints related to outstation travel.</p>
4.	<p>Regarding page limits for the Approach and Methodology section:</p> <p>The bidder has asked if there is any page limit for drafting the Approach and Methodology section under Section 2 of the Technical Proposal evaluation.</p>	<p>The RFP does not specify any page limits for the Approach and Methodology section. Irrespective of the page limits, the bidders should focus more on providing a concise and comprehensive response within a reasonable length to effectively convey their proposed approach, methodology, and implementation plan.</p>
5.	<p>Regarding the Proposal Security:</p> <p>The bidder has sought clarification on whether a Proposal Security is required or not, as the RFP mentions it, but the Bid Data Sheet (BDS) and the RFP do not provide any further details.</p>	Not Required
6.	<p>Regarding the Advisory Group:</p> <p>The bidder has sought clarification on the engagement with the advisory group throughout the assignment and whether any travel, lodging, or boarding costs for the advisory group members will be reimbursable.</p>	<p>ISA acknowledges the bidder's understanding of the requirement to form an advisory group with 8 to 10 stakeholders from various groups. ISA confirms that the engagement with these stakeholders is to be done by the consultant along with ISA's support and guidance.</p> <p>Regarding the reimbursement of any travel, lodging, or boarding expenses incurred by the consultant for meeting the stakeholders of the advisory group, ISA agrees that these shall be reimbursable as per actuals and in accordance with ISA's travel policy. The consultant will be required to obtain the necessary approvals before incurring any such expenses. This will ensure that the consultant can effectively engage with the stakeholders without financial constraints related to the travel and logistics.</p>

<p>7.</p>	<p>Regarding the Team Leader's qualification in Section 3.2:</p> <p>The bidder has suggested modifying the requirement from "Advanced degree (Ph.D. preferred)" to "Masters' or PhD. degree" for the Team Leader.</p>	<p>The RFP clearly states that the preferred qualification for the Team Leader is a PhD degree in renewable energy, engineering, environmental sciences, finance, economics, law or a related field from a reputed institution. While the RFP allows for an "Advanced degree" which can include a Master's degree, the preference for a PhD is to ensure the Team Leader has the highest level of technical expertise and academic credentials to lead this complex, multi-disciplinary project.</p> <p>Given the preference expressed in the RFP, ISA will evaluate the Team Leader candidates based on the criteria laid out, including the educational qualification. Candidates with a PhD degree will be scored higher than those with a Master's degree, all else being equal. However, ISA will also thoroughly evaluate the Team Leader's 12-15 years of relevant professional experience, their track record in managing large projects, coordination skills, and expertise in developing technical guidelines/frameworks. If a candidate with a Master's degree is able to demonstrate superior experience and competence across these other key criteria, they will be given equal consideration and scoring, despite not having a PhD. The goal is to select the most qualified and capable Team Leader to deliver the objectives of this assignment.</p>
<p>8.</p>	<p>Regarding Section 1.3-Bidder's qualification, capacity and experience</p> <p>The bidder has sought clarification on the quality assurance procedures and risk mitigation measures required for complex, multi-disciplinary projects. The bidder wants to know whether any comprehensive credentials are required or if standard procedures will be adequate.</p>	<p>ISA recognizes the importance of robust quality assurance and risk mitigation measures for the successful delivery of complex, multi-disciplinary projects. The bidder should provide detailed information on their quality assurance and risk mitigation capabilities, including case studies or references from previous projects, as part of their technical proposal. This will enable ISA to assess the bidder's competence in handling the unique challenges and requirements of this multi-disciplinary project.</p>
<p>9.</p>	<p>Regarding Section 3.2. Management Structure and Key Personnel</p> <p>Bidder sought clarification on how many technical experts can be leveraged to meet the evaluation criteria. Is there any limit to</p>	<p>ISA confirms that there is no limit on the number of technical experts the bidder can propose to meet the evaluation criteria. The bidder has the flexibility to either propose a single expert who can collectively fulfill all the required competencies, or they can propose multiple experts who together meet the specified criteria.</p>

	<p>the number of technical experts we can propose?</p>	<p>Irrespective of the approach, the key requirement is that the proposed technical expert(s) must demonstrate that they collectively meet all the qualification and experience criteria laid out in the RFP.</p> <p>ISA will evaluate and score the proposed technical expert(s) based on the cumulative fulfillment of these criteria, without any pre-determined preference for a single versus multiple experts. The goal is to ensure that the client has access to the required breadth and depth of technical expertise to successfully develop the comprehensive framework envisaged under this assignment.</p>
--	--	---



Procurement Unit
International Solar Alliance