Section 6: Proposal Submission Form[[1]](#footnote-1)

*This form must be returned along with the submission signed and stamped by an authorised person.*

To: IRENA, Chief Procurement Officer

International Renewable Energy Agency

IRENA Headquarters, Masdar City, P.O. Box 236

Abu Dhabi, United Arab Emirates

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services as described in your Request for Proposal dated **02 October 2018** and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under separate sealed envelopes.

We hereby declare that:

a) All the information and statements made in this Proposal are true and we accept that any misrepresentation may lead to our disqualification.

b) We are currently not on any United Nations sanctions list;

c) We have no outstanding bankruptcy proceedings or pending litigation or legal action that could impair our operation as a going concern;

d) We do not employ or otherwise engage, nor anticipate employing or engaging during the performance of the services required under the RFP any person who is or was recently employed by IRENA.

 We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP and the General Terms and Conditions for Professional Services of IRENA.

We agree to abide by this Proposal for [insert Proposal validity period as indicated in the Data Sheet] days.

We fully understand and recognise that IRENA is not bound to accept this Proposal, that we shall bear all costs associated with its preparation and submission, and that IRENA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

 Yours sincerely,

Authorised Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[Please mark this with your corporate seal, if available.]*

Section 7: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form[[2]](#footnote-2)

Date: *[insert date (as day, month and year] of Proposal Submission*]

RFP no.: *[insert number]*

Page \_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_ pages

|  |
| --- |
| 1. Proposer’s legal name: *[insert Proposer’s legal name]* |
| 2. In case of Joint Venture (JV), legal name of each party: *[insert legal name of each party in JV]* |
| 3. Actual or intended Country/ies of registration/operation: *[insert actual or intended Country of registration]* |
| 4. Year of registration: *[insert Proposer’s year of registration]* |
| 5. Countries of operation: | 6. No. of staff in each Country: | 7. Years of operation in each Country: |
| 8. Legal address/es in Country/ies of registration/operation: *[insert Proposer’s legal address in country of registration]* |
| 9. Value and description of top three (3) biggest contracts for the past five (5) years: |
| 10. Latest credit rating (if any):  |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:
 |
| 12. Proposer’s authorised representative information Name: *[insert authorised representative’s name]* Address: *[insert authorised representative’s name]* Telephone/Fax numbers: *[insert authorised representative’s name]* Email address: *[insert authorised representative’s name]* |
| 13. Attached are copies of original documents of: [ ]  All eligibility document requirements listed in the Data Sheet[ ]  If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered[ ]  If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law. |

Joint Venture Partner Information Form (if registered)[[3]](#footnote-3)

Date: *[insert date (as day, month and year) of Proposal Submission*]

RFP No.: RFP-2018-015

Page \_\_\_\_\_\_\_\_ of\_ \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Proposer’s legal name: *[insert Proposer’s legal name]* |
| 2. JV’s party legal name: *[insert JV’s Party legal name]* |
| 3. JV’s party Country of registration: *[insert JV’s Party country of registration]* |
| 4. Year of registration: *[insert Party’s year of registration]* |
| 5. Countries of operation: | 6. No. of staff in each Country: | 7.Years of operation in each Country: |
| 8. Legal address/es in Country/ies of registration/operation: *[insert Party’s legal address in country of registration]* |
| 9. Value and description of top three (3) biggest contracts for the past five (5) years: |
| 10. Latest credit rating (if any):  |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:
 |
| 13. JV’s party authorised representative informationName: *[insert name of JV’s party authorised representative]*Address: *[insert address of JV’s party authorised representative]*Telephone/fax numbers: *[insert telephone/fax numbers of JV’s Party authorised representative]*Email Address: *[insert email address of JV’s Party authorised representative]* |
| 14. Attached are copies of original documents of:*[check the box(es) of the attached original documents]*[ ]  All eligibility document requirements listed in the Data Sheet[ ]  Articles of Incorporation or Registration of firm named in 2.[ ]  In case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law. |

Section 8: Technical Proposal Form

|  |
| --- |
| **TECHNICAL PROPOSAL****[INSERT TITLE OF THE SERVICES]** |

***Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in a separate envelope.***

|  |  |
| --- | --- |
| **Name of Proposing organization / firm:** |  |
| **Country of registration:**  |  |
| **Name of contact person for this Proposal:** |  |
| **Address:** |  |
| **Phone / Fax:** |  |
| **Email:** |  |

|  |
| --- |
| **SECTION 1: EXPERTISE OF FIRM/ ORGANISATION** |
| *This section should fully explain the Proposer’s resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.*1.1 Brief description of Proposer as an entity: Provide a brief description of the organisation / firm submitting the Proposal, its legal mandates/authorised business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation/firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.1.2. Financial capacity:Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receipt by the relevant government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.1.3. Track record and experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract value** | **Period of activity** | **Types of activities undertaken** | **Status or date completed** | **References contact details (name, phone, email)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 |

|  |
| --- |
| **SECTION 2 - APPROACH AND IMPLEMENTATION PLAN** |
| *This section should demonstrate the Proposer’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.*2.1. Approach to the Service/Work required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the Project, keeping in mind the appropriateness to local conditions and project environment.2.2. Technical quality assurance review mechanisms: The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms. 2.3. Implementation timelines: The Proposer shall submit a Gantt chart or Project schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing. 2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. 2.5. Risks/mitigation measures: Please describe the potential risks for the implementation of this Project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.2.6. Reporting and monitoring: If required in the TOR, please provide a brief description of the mechanisms proposed for this project for reporting to IRENA and partners, including a reporting schedule.2.7. Anti-corruption strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.2.8. Partnerships: Explain any partnerships with local, international or other organisations that are planned for the implementation of the Project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged. 2.9. Statement of full disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Clause 5 of Section 2 of the RFP, if any.2.10. Other: Any other comments or information regarding the Project approach and methodology that will be adopted.  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3: PERSONNEL**3.1 Management structure: Describe the overall management approach toward planning and implementing this activity. Include an organisation chart for the management of the Project describing the relationship of key positions and designations.3.2 Staff time allocation: Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement. *(Note:* *This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances. Any substation shall be made only with IRENA’s approval of the justification for the substitution and with IRENA’s approval of the replacement, who shall be of either equal or superior credentials to the one being replaced and which shall not involve any additional cost to IRENA. No increase in costs will be considered as a result of any substitution.)*3.3 Qualifications of key personnel: Provide the CVs for key personnel (team leader, managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position for this Contract:** |  |
| **Nationality:**  |  |
| **Contact information:** |  |
| **Countries of work experience:** |  |
| **Language skills:** |  |
| **Educational and other qualifications:** |  |
| **Summary of experience:** *Highlight experience in the region and on similar projects.*  |
| **Relevant experience (from most recent):** |
| **Period: From – To** | **Name of activity/project/ funding organisation, if applicable:** | **Job title and activities undertaken/description of actual role performed:**  |
| *e.g. June 2004-January 2005* |  |  |
| *Etc.* |  |  |
| *Etc.*  |  |  |
| **Reference no.1 (minimum of 3):** | *Name**Designation**Organisation**Contact Information – Address; Phone; Email; etc.* |
| **Reference no.2** | *Name**Designation**Organisation**Contact Information – Address; Phone; Email; etc.* |
| **Reference no.3** | *Name**Designation**Organisation**Contact Information – Address; Phone; Email; etc.* |
| **Declaration:**I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of the Nominated Team Leader/Member Date Signed |
|  |

 |

Section 9: Financial Proposal Form

The Proposer is required to submit the Financial Proposal in a separate envelope from the rest of the RFP response as indicated in Clause 21 of the Instructions to Proposers.

The Financial Proposal must provide a detailed cost breakdown. The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

1. **Cost breakdown**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description of requirements** | **Total price\* (in USD)** |
| **1** | Reactive services (1,200 offshore man hours per year) |  |
| **2** | Proactive services and enhancements (on demand onsite/offshore man-days) For comparison purposes, please quote using the following hypothetical scenario: * One visit of 10 on-site man-days for each of the 7 profiles.

Price shall be calculated based on FTE chosen using below individual rate table and should *include visa and travel cost.* |  |
| **Total price in USD (excl of VAT)** |  |

*\*Prices to be inclusive of all costs including travel of Contractor’s personnel, visa requirements and an additional requirement.*

1. **Individual Personnel Rates table of Service Delivery Manager and six area specialists who shall be assigned to the project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Functional role** | **Profile\*** | **Onsite man day rate(in USD)** | **Offshore man day rate****(in USD)** |
| Service Delivery Manager | See section 6 of TOR document |  |  |
| HR | See section 6 of TOR document |  |  |
| Payroll | See section 6 of TOR document |  |  |
| Finance | See section 6 of TOR document |  |  |
| Procurement | See section 6 of TOR document |  |  |
| Projects and grants | See section 6 of TOR document |  |  |
| Reports and PaaS components | See section 6 of TOR document |  |  |

*\*TOR document can be found under section 3 of this document and identifies detailed information of skills required.*

**Please fill in the above structure as the Financial Proposal. No other format will be accepted. Please ensure a breakdown of total individual deliverables is provided.**

Name of bidder/firm:

Address:

Signature of authorised person:

Stamp of bidder:

Section 10: Form for Performance Security[[4]](#footnote-4)

*This must be finalised using the official letterhead of the issuing bank. Except for indicated fields, no changes may be made to this template.*

To: IRENA

 [*Insert contact information as provided in Data Sheet*]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. [*insert Contract number*] dated [*insert Contract date*], to execute Services (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by IRENA of a certificate of satisfactory performance and full completion of services by the Contractor.

***SIGNATURE AND SEAL OF THE GUARANTOR BANK***

Date: .......................................................................................................................

Name of Bank: .........................................................................................................

Address: .................................................................................................................

Section 11: Form of Bank Guarantee for Advance Payment

*This must be finalised using the official letterhead of the issuing bank. Except for indicated fields, no changes may be made to this template.*

*Note: All italicized text is for indicative purposes only to assist in preparing this Form and shall be deleted from the final product.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Bank’s name, and address of issuing branch or office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and address of IRENA as provided in Data Sheet]*

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advance Payment Guarantee No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *[name of company]* (hereinafter called "the Contractor") has entered into Contract No. *[reference number of the Contract]* dated *[insert date]* with you, for the provision of *[brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[amount in words]* (*[amount in figures]*) is to be made against an advance payment guarantee.

At the request of the Contractor, we, *[name of Bank]*, hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in words]* (*[amount in figures]*)[[5]](#footnote-5) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number \_\_\_\_\_\_\_\_\_\_\_ at *[name and address of Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[signature(s)]*

1. No deletion or modification may be made to this form. Any such deletion or modification may lead to the rejection of the Proposal. [↑](#footnote-ref-1)
2. *The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-2)
3. *The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-3)
4. If the RFP requires the submission of a performance security, which shall be made a condition to the signing and effectivity of the Contract, the performance security that the Proposer’s bank will issue shall use the contents of this template [↑](#footnote-ref-4)
5. The Guarantor Bank shall insert an amount representing the amount of the advance payment and denominated in the currency of the advance payment as specified in the Contract. [↑](#footnote-ref-5)