

REQUEST FOR PROPOSALS (RFP)

RFP/2019/001

National Renewable Energy Targets: A Global Quantified Estimate

**International Renewable Energy Agency
Abu Dhabi, UAE**

The International Renewable Energy Agency (IRENA) does not charge a fee at any stage of the procurement process (e.g. vendor registration, bid submission or any other stage). In the event that you have any reason to suspect that any activity purporting to be made on behalf of IRENA may be fraudulent, please contact procurement@irena.org.

15 January 2019

Section 1: Letter of Invitation

15 January 2019

Dear Madam or Sir,

The International Renewable Energy Agency (IRENA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the following consultancy for National Renewable Energy Targets: A Global Quantified Estimate

1. This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers, including the Data Sheet
- Section 3 – Terms of Reference, including technical evaluation criteria
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – General Terms and Conditions for Professional Services
- Section 9 – Form for Performance Security
- Section 10 – Form of Bank Guarantee for Advance Payment
- Section 11 – Form of Contract

2. Your offer comprising a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with the Data Sheet.
3. You are kindly requested to submit an acknowledgment letter to IRENA via the following email address: procurement@irena.org, or to the following postal address:

Procurement Office, International Renewable Energy Agency
IRENA Headquarters, Masdar City, P.O. Box 236
Abu Dhabi, United Arab Emirates

4. The letter should be received by IRENA no later than 20 January 2019, 15.00 H Gulf Standard Time. The same letter should advise whether your company intends to submit a Proposal. If your company decides not to submit a proposal, we would appreciate it if you would kindly indicate the reason for our records.
5. Should you need further clarification, kindly communicate with the contact person indicated in the attached Data Sheet as the focal point for queries relating to this RFP.

We look forward to receiving your Proposal and thank you in advance for your interest in IRENA procurement opportunities.

Yours sincerely,



Bruce Neese
Acting Director

Administration and Management Services

Section 2: Instruction to Proposers

Definitions of Terms

- a) “*Contract*” refers to the agreement that will be signed by and between the IRENA and the successful Proposer and all the attached documents thereto, including the General Terms and Conditions for Professional Services (GTC) and the Appendices.
- b) “*Country*” refers to the country in which the Services are to be performed as indicated in the Data Sheet.
- c) “*Data Sheet*” refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) “*Day*” refers to calendar day.
- e) “*Instructions to Proposers*” (Section 2 of the RFP) refers to the complete set of documents which provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- f) “*LOI*” (Section 1 of the RFP) refers to the Letter of Invitation being sent by IRENA to the Proposers.
- g) “*Material Deviation*” refers to any content or characteristic of the Proposal that is significantly different from an important aspect or requirement of the RFP, substantially alters the scope and quality of the requirements, limits the rights of IRENA and/or the obligations of the Proposer, or compromises the competitive position of other Proposers or otherwise adversely impacts the fairness and principles of the procurement process.
- h) “*Proposal*” refers to the Proposer’s response to the RFP, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- i) “*Proposer*” refers to any legal entity that may submit, or has submitted, a Proposal for the provision of Services requested by IRENA through this RFP.
- j) “*RFP*” refers to the Request for Proposals consisting of instructions and references prepared by IRENA for the purposes of selecting the best service provider to perform the Services described in the Terms of Reference.
- k) “*Services*” refers to the entire scope of tasks and deliverables requested by IRENA under the RFP.
- l) “*Supplemental Information to the RFP*” refers to a written communication issued by IRENA to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made to the RFP, before the deadline for the submission of Proposals.
- m) “*Terms of Reference*” or “*TOR*” refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, responsibilities of the Proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful Proposer.

A. GENERAL

1. IRENA hereby solicits Proposals in response to this RFP. Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP may be made or assumed unless approved in writing by IRENA in the form of Supplemental Information to the RFP. However, whilst fully complying with the RFP requirements, Proposers are encouraged to provide any suggestions and solutions that may achieve a more cost-effective and value-for-money approach to fulfilling the requirements of this RFP.
2. Submission of a Proposal shall be deemed to constitute an acknowledgement by the Proposer that all obligations stipulated in this RFP shall be met and that, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and shall not constitute or imply the acceptance of any Proposal by IRENA. This RFP does not commit IRENA to award a contract. The Proposal submitted by the successful Proposer will be the basis for negotiations which may lead to conclusion of a Contract with the successful Proposer.
4. IRENA implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, and unethical practices. IRENA is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against IRENA as well as third parties involved in IRENA's activities.
5. Proposers shall not be in any position of conflict of interest arising from their current or future work with respect to IRENA. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers shall be considered to have a conflict of interest if they:
 - 5.1 are or have been associated in the past, with a firm or any of its affiliates which have been engaged with IRENA to provide services for the preparation of the design, specifications, Terms of Reference and other documents to be used for the procurement of the Services;
 - 5.2 were involved in the preparation and/or design of the programme/project related to the Services;
 - 5.3 have owners, officers, directors, controlling shareholders, or key personnel who are related to IRENA personnel involved in procurement functions; or
 - 5.4 are found to be in conflict for any other reason, as may be established by and at the discretion of IRENA.
6. Proposers shall disclose in their Proposal their knowledge of any other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.
7. More than one Proposal from any company, either in its own name or as part of a joint venture, consortium or partnership, shall not be considered. If any Proposer submits or participates in more than one Proposal in response to this RFP, all such Proposals shall be disqualified and rejected. If IRENA has reasons to believe that collusion exists between Proposers, all such Proposers shall be disqualified.

B. CONTENTS OF PROPOSAL

8. Sections of Proposal

Proposers are required to complete, sign and submit in the number of copies indicated in the **Data Sheet** (DS no. 18) the following documents:

- 8.1 Proposal Submission Form (see Section 4 of this RFP);
- 8.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see Section 5 and the Data Sheet (DS no. 23) of this RFP);
- 8.3 Technical Proposal Form (see Section 6 of this RFP);
- 8.4 Financial Proposal Form (see Section 7 of this RFP); and
- 8.5 Any attachments and/or appendices to the Proposal, including those specified in the Data Sheet (DS no. 24).

9. Clarification of Request for Proposals

Proposers may request a clarification of any of the RFP documents no later than the deadline for the submission of requests for clarification indicated in the **Data Sheet** (DS no. 16). Any request for clarification must be sent in writing or by electronic means to the IRENA address indicated in the **Data Sheet** (DS no. 17). IRENA will respond in writing or by electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

IRENA shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IRENA to extend the submission date of the Proposals, unless IRENA deems that such an extension is justified and necessary.

10. Amendment of Request for Proposals

At any time prior to the deadline for submission of Proposals, IRENA may for any reason, such as in response to a clarification requested by a Proposer, make changes to the RFP in the form of a Supplemental Information to the RFP. All Proposers who have provided confirmation of their intention to submit a Proposal will be notified in writing of all amendments to the RFP.

In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, IRENA may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such extension.

C. PREPARATION OF PROPOSALS

11. Cost of Proposal

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal is selected or not. IRENA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.

12. Language of Proposal

The Proposal, as well as all related correspondence exchanged by the Proposer and IRENA, shall be written in the English language, unless a language other than English has been specified in the **Data Sheet** (DS no. 4). Any printed literature furnished by the Proposer written in a language other than the language specified in the **Data Sheet** (DS no. 4) must be accompanied by a translation into the language specified in the **Data Sheet** (DS no. 4). For the purposes of interpretation of the Proposal and in the event of any discrepancy or inconsistency in meaning, the version translated into the language specified in the **Data Sheet** (DS no. 4) shall prevail.

13. Proposal Submission Form

Proposers shall submit their Proposals using the Proposal Submission Form furnished in Section 4 of the RFP.

14. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 24), the Proposer shall structure the Technical Proposal in the format provided in Section 6 and in accordance with the following:

- 14.1 Expertise of Firm/Organisation – this section shall provide details regarding the management structure of the Proposer, organisational capability/resources, the experience of the Proposer, the list of projects/contracts (both completed and ongoing, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the Services (see Clause 15 of this Section 2 for further details).
- 14.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer's response to the Terms of Reference by: identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the Contract as specified in the Terms of Reference.
- 14.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this sub-section 14, the Proposer assures and confirms to IRENA that the personnel being nominated are available to implement the Services within the duration of the Contract indicated in the Terms of Reference. If, at any time prior to award of the Contract, any of the key personnel listed in the Technical Proposal become unavailable, except for unavoidable reasons such as death, medical incapacity or delay in the implementation of the Services through no fault of the Proposer, IRENA reserves the right to consider the Proposal non-responsive. Any substitution of personnel arising from unavoidable reasons 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.

The Technical Proposal shall not include any financial information. A Technical Proposal containing any form of financial information that could lead to the determination of the price offer may be declared non-compliant.

15. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form provided in Section 7. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. 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.

16. Currencies of Proposals

All prices from Proposers shall be quoted in the preferred currency indicated in the **Data Sheet** (DS no. 15).

16.1 Should the Proposer submit a Financial Proposal in a currency that is different from the preferred currency specified in the Data Sheet (DS no. 15), IRENA will convert the currency quoted in the Proposal to the preferred currency in accordance with the prevailing United Nations operational rate of exchange on the deadline for submission of Proposals; and

16.2 In the event that the Proposal that is found to be the most responsive to the RFP requirements is quoted in a currency different from the preferred currency indicated in the Data Sheet (DS no. 15), IRENA reserves the right to award the Contract in the preferred currency specified in the Data Sheet (DS no. 15) using the conversion method specified in sub-section 16.1 above.

17. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish evidence of its status as an eligible and qualified vendor, using the forms provided in Section 5 of this RFP, with such eligibility and qualifications to be documented to IRENA's satisfaction. This evidence shall include, and must demonstrate, the following:

17.1 That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorised by the goods' manufacturer or producer to supply the goods in the country of final destination; and

17.2 That the Proposer has the financial, technical, and production capability necessary to perform the Contract.

18. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium, or association at the time of the submission of the Proposal, all of the members of the joint venture/consortium/association shall submit, along with the Proposal, a duly notarised agreement confirming that they have designated one member to act as the lead entity duly vested with the authority

to bind the members of the joint venture/consortium/association jointly and severally, and that if their Proposal is selected, the Contract shall be negotiated and entered into between IRENA and the designated lead entity who shall be acting for and on behalf of all the members of the joint venture/consortium/association.

After the Proposal has been submitted to IRENA, neither the lead entity nor the composition or constitution of the joint venture/consortium/association shall be altered without the prior consent of IRENA.

The organisation of the joint venture/consortium/association must clearly define the role of each of its component/member entities in the course of performing the Services.

Where a joint venture/consortium/association is presenting its track record and experience in a similar undertaking as those required in the TOR, it should present such information in the following manner.

- Those that were undertaken together by the joint venture/consortium/association; and,
- Those that were undertaken by the individual members of the joint venture / consortium/association expected to be involved in the performance of the Services.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with the joint venture/consortium/association or any of its members cannot be claimed as the experience of the joint venture/consortium/association or those of any of its members, but should only be claimed by the individual experts themselves in their presentation of their credentials.

19. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS no. 6), alternative proposals shall not be considered. Where alternative proposals are allowed in the **Data Sheet** (DS no. 6), IRENA reserves the right to award a Contract based on an alternative proposal when the conditions for its acceptance are met.

20. Period of Validity

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the deadline for submission also indicated in the **Data Sheet** (DS no. 20). A Proposal valid for a shorter period shall be immediately disqualified and rejected by IRENA.

In exceptional circumstances, prior to the expiration of the proposal validity period, IRENA may request Proposers 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.

D. SUBMISSION AND OPENING OF PROPOSALS

21. Submission and Opening of Proposals

21.1 The Technical Proposal and the Financial Proposal envelopes must be completely separate and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST also bear the name of the Proposer. The outer envelopes shall:

- bear the name and address of the Proposer
- be addressed to IRENA as specified in the **Data Sheet** (DS no. 19); and
- bear a warning that states: “**DO NOT OPEN BEFORE** [insert the time and date for Proposal opening specified in the **Data Sheet** (DS no. 21)]”.

The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labelling.

21.2 Proposers must always submit their Proposals by mail/courier or by hand delivery.

21.3 Proposers shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The two envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the Data Sheet (DS no. 18). In the event of any discrepancy between the original and a copy of the Proposal, the original shall prevail. The original of the Proposal shall be signed or initialled on every page by the Proposer or a person duly authorised to commit the Proposer and all copies shall be made from the signed original.

21.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Terms and Conditions for Professional Services in full as attached hereto as Section 8.

22. **Deadline for Submission of Proposals and Late Proposals**

22.1 Proposals must be received by IRENA at the address and no later than the date and time specified in the Data Sheet (DS nos. 19 and 20).

22.2 IRENA shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal or modification of a Proposal that is received by IRENA after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

23. **Withdrawal, Substitution, and Modification of Proposals**

23.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of their Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by IRENA or a lack of clarity in the description of services to be provided may result in the rejection of the Proposal. IRENA shall not assume any responsibility regarding erroneous interpretations or conclusions made by the Proposer in understanding the RFP.

23.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 21.1 of this Section 2, duly signed by an authorised representative, and shall include a copy of the authorisation (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the written notice. All notices must be received by IRENA prior to the deadline for submission of Proposals and submitted in accordance with Clause 21.1 of Section 2 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION”.

23.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.

23.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

24. Proposal Opening

24.1 IRENA will open the Proposals in the presence of an ad-hoc committee of at least two (2) members formed by IRENA.

24.2 The Proposers' names, withdrawals, substitutions and modifications, the condition of the labels/seals of the envelope, the presence or absence of required documents, and such other details as IRENA may consider appropriate will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

25. Confidentiality

25.1 Information relating to the examination, evaluation, and comparison of Proposals and recommendation of contract award shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

25.2 Any effort by a Proposer to influence IRENA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at IRENA's decision, result in the rejection of its Proposal.

25.3 In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with IRENA for a debriefing. Such debriefing shall be limited to discussing the strengths and weaknesses of the Proposal of said Proposer in order to assist the Proposer in improving future proposals to IRENA. The content of other Proposals, their evaluation and how they compare to the Proposer's Proposals shall not be discussed.

26. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, IRENA may, at its discretion, ask any Proposer for a clarification of its Proposal.

IRENA's request for clarification and the response shall be in writing. Notwithstanding the written communication, 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 IRENA in the evaluation of the Proposals, in accordance with Clause 30 of this Section 2.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by IRENA, shall not be considered during the review and evaluation of the Proposals.

E. EVALUATION AND COMPARISON OF PROPOSALS

27. Preliminary Examination of Proposals

- 27.1 IRENA shall examine the Proposals to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. IRENA reserves the right to reject any Proposal after preliminary examination of the Proposal, if IRENA finds a reason for such rejection, including but not limited to the discovery of significant or material deviation, conflict of interest or fraud, among others.
- 27.2 IRENA shall reject the Proposal of any Proposer found to appear in a United Nations Security Council sanctions list or such ineligibility lists as may be established or recognised by IRENA in accordance with its applicable rules, policies and procedures.

28. Evaluation of Proposals

- 28.1 IRENA shall examine the Proposal to confirm that the IRENA General Terms and Conditions for Professional Services and any Special Conditions of the RFP have been accepted by the Proposer without any deviation or reservation.
- 28.2 In the first stage, the evaluation committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other requirements in the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet (DS no. 26). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP, and particularly the Terms of Reference, or if it fails to achieve the minimum technical score indicated in the Terms of Reference. No changes shall be made by IRENA to the criteria, sub-criteria and point system indicated in the Data Sheet (DS no. 26) after all Proposals have been received.
- 28.3 In the second stage, only the Financial Proposal of those Proposers that achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that did not meet the minimum passing technical score shall be returned to the relevant Proposers unopened. The overall evaluation score will be based either on a combination of the technical and financial scores, or on the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the Data Sheet (DS no. 22).
- 28.4 IRENA reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction the accuracy, authenticity and validity of information provided by the Proposer through verification and reference checking, among other means that it deems appropriate, at any stage within the selection process.
- 28.5 When the Data Sheet (DS no. 22) specifies that the evaluation method to be used shall be the combined scoring method, the formula for evaluating the Proposals shall be as follows:

$$p = y (x/z)$$

where:

p = weighted percentage points for the Financial Proposal being evaluated

y = maximum weighted percentage number of points for the Financial Proposal, as indicated in the **Data Sheet** (DS no. 22)

x = price of the lowest priced Proposal

z = price of the Proposal being evaluated based on a combination of the technical and financial scores

29. Responsiveness of Proposal

- 29.1 IRENA's determination of a Proposal's responsiveness is to be based on the contents of the Proposal itself.
- 29.2 A substantially responsive Proposal is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation, reservation, or omission.
- 29.3 If a Proposal is not substantially responsive, it shall be rejected by IRENA and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

30. Nonconformities, Errors and Omissions

- 30.1 Provided that a Proposal is substantially responsive, IRENA may waive any non-conformities or omissions in the Proposal that do not constitute a material deviation.
- 30.2 Provided that a Proposal is substantially responsive, IRENA may request the Proposer 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. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.
- 30.3 Provided that the Proposal is substantially responsive, IRENA shall correct arithmetical errors on the following basis:
- 30.4 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 IRENA 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;
- 30.5 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
- 30.6 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 subject to the above.
- 30.7 If the Proposer does not accept the correction of errors made by IRENA, its Proposal shall be rejected.

F. AWARD OF CONTRACT

31. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-

responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of Contract, without thereby incurring any liability to the affected Proposer(s), or any obligation to inform the affected Proposer(s) of the grounds for IRENA's action. Furthermore, IRENA shall not be obliged to award the Contract to the Proposer that submitted the lowest priced Proposal.

32. Award Criteria

Prior to the expiration of Proposal validity, IRENA shall award the Contract to the qualified Proposer with the highest score based on the evaluation method indicated in the **Data Sheet** (DS no. 22).

33. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract negotiated between IRENA and the successful Proposer, the successful Proposer shall sign and date the Contract and return it to IRENA.

34. Performance Security

34.1 A performance security, if required, shall be provided in the amount and form and by the deadline indicated in the Data Sheet (DS nos. 9 and 10), as applicable.

34.2 Failure of the successful Proposer to comply with the requirement of RFP Clause 33 or RFP Clause 35 shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance security if any, on which event IRENA may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, IRENA reserves the right to vary the quantity of services and/or goods, by up to a maximum ten per cent (10%) of the total offer, without any change in the unit price or other terms and conditions.

36. Bank Guarantee for Advance Payment

Except when the interests of IRENA so require, it is IRENA's policy to make no advance payment(s) on contracts. In the event that the Proposer requires an advance payment and if such request is duly accepted by IRENA, and the said advance payment exceeds 20% of the total proposal price or the amount of \$30,000, IRENA shall require the Proposer to submit a bank guarantee in the same amount as the advance payment and in the form provided in Section 10.

37. Proposer's Conference

When appropriate, a pre-proposal conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the Proposers' conference will be either posted on the IRENA website or disseminated to the individual firms that have registered or expressed interest in the RFP, whether or not they attended the conference. No statement made during the conference shall modify the terms and conditions of the RFP unless such statement is issued as an amendment in the form of a Supplemental Information to the RFP.

38. Vendor Protest

The IRENA vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. This procedure is not available to Proposers whose Proposals were rejected. In the event that you believe you have not received fair treatment, the following email provides further details regarding IRENA vendor protest procedures: awardreview@irena.org.

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Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instruction to Proposers and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS no.	Data	Specific Instructions
1.	Reference number:	RFP-2019 / 001
2.	Title of Services/Work:	National Renewable Energy Targets: A Global Quantified Estimate
3.	Country:	[N/A]
4.	Language of the Proposal:	English only
5.	Conditions for submitting Proposals for parts or sub-parts of the TOR	<input type="checkbox"/> Allowed <i>[if yes, describe how and ensure that requirements properly define the sub-parts.]</i> <input checked="" type="checkbox"/> Not allowed
6.	Conditions for submitting alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered <input type="checkbox"/> Shall be considered A Proposer may submit an alternative Proposal, but only if it also submits a Proposal that meets the base case. IRENA shall only consider the alternative Proposals offered by the Proposer whose Proposal for the base case was determined to be the Proposal with the highest evaluated score.
7.	A pre-proposal conference will be held:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Time: <i>[insert]</i> Date: <i>[insert]</i> Venue: <i>[insert]</i>

8.	Period of Proposal validity commencing on the deadline of submission of Proposals	<input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days
9.	Performance security	<input type="checkbox"/> Required Amount: <i>[insert]</i> Deadline: <i>[insert]</i> days after execution of the Contract <input checked="" type="checkbox"/> Not required
10.	Acceptable forms of performance security	<input type="checkbox"/> Bank guarantee (See Section 9 for template) <input type="checkbox"/> Manager's cheque/cashier's cheque/certified cheque <input type="checkbox"/> Others <i>[please specify]</i> <input checked="" type="checkbox"/> Not applicable
11.	Validity of performance security	<i>[indicate number of days, but minimum of 90] days from the last day of Proposal submission – N/A</i>
12.	Proposal prices shall be subjected to taxation	<input type="checkbox"/> Yes, please submit Proposal prices inclusive of all applicable taxes <input checked="" type="checkbox"/> No, please submit Proposal prices exclusive of all taxes
13.	Advanced payment upon signing of contract	<input type="checkbox"/> Allowed up to a maximum of ____% of the contract price <input checked="" type="checkbox"/> Not allowed
14.	Liquidated damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: <i>[insert]</i> Maximum number of days of delay: NA After which IRENA may terminate the Contract.

15.	Preferred currency of Proposal and method for currency conversion	USD
16.	Deadline for submitting requests for clarifications/questions	Four (4) Working days (Note: UAE work week is Sunday to Thursday) before the submission date.
17.	Contact Details for submitting clarifications/questions	<p>Focal Person in IRENA: Arjuna Kadirgamar, Procurement Officer</p> <p>Address: IRENA Headquarters, Masdar City, P.O. Box 236 Abu Dhabi, United Arab Emirates</p> <p>Fax no.: [N/A]</p> <p>E-mail address dedicated for this purpose: Procurement@IRENA.Org</p>
18.	No. of copies of Proposal that must be submitted	<p>Original: [One Original / Hard Copy]</p> <p>Copies: Electronic copy in PDF format saved on a CD ROM or thumb drive.</p>
19.	Proposal submission address	Procurement Office IRENA Headquarters, Masdar City, PO Box 236 Abu Dhabi, United Arab Emirates
20.	Deadline of submission of Proposals	<p>Date: 5 February 2019</p> <p>Time: 14.00H - 5 February 2019</p>
21.	Date, time and venue for opening of Proposals	<p>Date: 5 February 2019</p> <p>Time: 16.00H - 5 February 2019]</p> <p>Venue: IRENA HQ, Abu Dhabi, UAE</p>
22.	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined scoring method, using the 70%-30% distribution for Technical and Financial Proposals, respectively.
23.	<p>Required documents that must be submitted to establish qualification of Proposers (In "Certified True Copy" form only)</p> <p>[Check all that apply, delete those that are not required.]</p>	<p><input checked="" type="checkbox"/> Company profile, which should <u>not</u> exceed forty (40) pages, including CVs of all personnel that shall be performing the Services, projects implemented, and details relevant to the Services being procured.</p> <p><input checked="" type="checkbox"/> Valid certificate of registration of the business, including Articles of</p>

		<p>Incorporation or equivalent document if Proposer is not a corporation.</p> <p><input checked="" type="checkbox"/> Quality certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any.</p> <p><i>[Insert more as needed]</i></p>
24.	Other information related to the RFP	<i>"Not applicable"</i>
25.	Expected date for commencement of Contract	<i>[insert date]</i>
26.	Criteria for the evaluation of Proposals	<p>As specified in the TOR</p> <p><u>Important note:</u> The specified points are only suggested and may be modified based on the nature and demands of the TOR. However, ABSOLUTELY NO CHANGES to this table may be made by IRENA after the deadline of submission of Proposals.</p>

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Section 3:

TERMS OF REFERENCE (TOR)

Secretariat of the International Renewable Energy Agency (IRENA)
Knowledge, Policy, and Finance Centre (KPFC)

National Renewable Energy Targets: A Global Quantified Estimate

BACKGROUND

The International Renewable Energy Agency (IRENA) is an inter-governmental organisation mandated to promote the widespread and increased adoption and sustainable use of all forms of renewable energy. IRENA supports countries' capacity to design long-term enabling policy frameworks through providing analyses of policies and measures, including trends in their adoption, and best practices and lessons learned in their design and adaptation.

As the energy transition unfolds, renewable energy targets have become a defining feature of the global energy landscape. According to REN21, in 2017 renewable energy targets were found in at least 179 countries, especially focusing on the power sector. Renewable energy targets in the power sector were found in 146 countries, 57 of which with the stated goal of 100% renewable electricity.

National targets are crucial for achieving the energy transition because they provide a clear indication of the intended renewable energy deployment and timeline envisioned by governments. Targets often become key drivers of policies, investment and development in the sector.

OBJECTIVES

IRENA's study on *National Renewable Energy Targets: A Global Quantified Estimate* aims to provide the first quantified global estimate of renewable electricity targets. The proposed quantification is along two dimensions. On one hand, the targets will be aggregated in terms of total additional renewable energy installed capacity (in Megawatts). On the other, an estimate will be generated of the total investment cost, in millions of US dollars, of implementing such targets.

SCOPE OF WORK

The study on *National Renewable Energy Targets: A Global Quantified Estimate* will be developed with the following focus:

a. Development of an updated methodology

Based upon the methodology developed for IRENA's publication *Untapped potential for climate action: Renewable energy in Nationally Determined Contributions*, an updated methodology will be established under the guidance of IRENA. This methodology is to be based on empirical data by country/region on the following: renewable energy deployment and generation by technology, capacity factors, cost factors, and electricity growth rates. Where possible, IRENA data will be used. Where not, the use of different options including mainstream projections and scenarios will be considered.

b. Quantification of renewable power targets

Up-to-date and validated renewable energy targets in the electricity sector as identified by IRENA will be used as the basis for quantification. Quantitative estimates include:

- country-by-country national target-equivalent in terms of additional capacity (MW) and investment needs (USD million);
- global estimates of national renewable electricity targets in terms of additional capacity (MW) and investment needs (USD million);
- regional estimates and estimates for relevant country groupings (e.g. SIDS, LDCs, BRI) as determined by IRENA.

TARGET AUDIENCE

The study on *National Renewable Energy Targets: A Global Quantified Estimate* is targeted towards policy makers, private sector, regional inter-governmental bodies, and academic institutions.

DESCRIPTION OF THE WORK

In order to ensure the delivery of the project in line with the scope described above, KPFC is looking to engage with a consulting firm for the following tasks:

Task 1: Developing the methodology

The consulting firm is expected to develop (review and adjust as needed) the methodology based on that developed for IRENA's publication *Untapped potential for climate action: Renewable energy in Nationally Determined Contributions*.

Task 2: Quantifying renewable power targets

The consulting firm will be responsible for using the updated and validated renewable energy targets in the electricity sector (provided by IRENA) as the basis for developing a quantification. A quantitative estimate will be produced including:

- country-by-country national target-equivalent in terms of additional capacity (MW) and investment needs (USD million);
- global estimates of national renewable electricity targets in terms of additional capacity (MW) and investment needs (USD million);
- regional estimates and estimates for relevant country groupings (e.g. SIDS, LDCs, BRI) as determined by IRENA.

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OUTCOME

The outcome from these activities will be included in a state of the art report on **National Renewable Energy Targets**.

DELIVERABLES, MILESTONES AND PAYMENTS

Deliverables		Date
D1	Extended outline of the report and proposed methodology	End February 2019
D2	First draft of the full report	June 2019
D3	Second draft of the full report	September 2019
D4	Final draft of the full report	November 2019

It is estimated that the duration of the Contract will be around 9-10 months. The estimated man-days of the work the project team is 30 days. The dates are estimates and are subject to acceptance of the proposal and agreement on the dates.

IRENA/OECD STYLE REQUIREMENTS

Reports, working papers or other documents prepared for IRENA must conform to IRENA/OECD style requirements. These requirements are outlined in IRENA's style guide (IRENA Publications: A Short Guide – PDF attached) and further elaborated in successive editions of the OECD Style Guide.

All IRENA publications must strive for clarity and accuracy, consistent with building an evidence-based narrative in line with the mandate to promote renewable energy worldwide.

Crucial style details include English-UK spelling, Harvard-style source citations, and full explanation of abbreviations or acronyms.

Texts that do not meet IRENA's stipulated style requirements will be returned to the commissioned writer or partner entity with a request for revision. IRENA reserves the right to withhold payment to a commissioned writer or partner entity until any such revision is satisfactorily undertaken.

ANTI-PLAGIARISM POLICY

Plagiarism will not be tolerated whatsoever in IRENA publications. Any report, working paper or other document prepared for IRENA must constitute original work, in which all sources for information or data receive complete and accurate attribution. Passages taken from prior publications or other works must either be presented as direct quotations (marked "...") or paraphrased, with the source clearly stated in a Harvard-style citation in either case.

IRENA uses plagiarism-detection software to review all draft publications. Passages found to resemble existing publications too closely may require rewriting and more explicit source citation. Passages copied from prior publications (by IRENA or other publishers) cannot be accepted as original work and may be returned to the commissioned writer or partner entity for further revision. IRENA reserves the right to withhold payment to a commissioned writer or partner entity until any such revision is satisfactorily

undertaken. Plagiarism, including either copy-and-paste text production or failure to cite sources, may result in rejection of the draft with no financial obligation on the part of IRENA.

SCORING OF EVALUATION CRITERIA

Summary of Proposal Evaluation		Score Weight
1.	Technical Evaluation	70%
2.	Financial Evaluation	30%
TOTAL SCORE		100%

Technical Evaluation Criteria

Technical Evaluation Criteria		Score Weight
1.	Proposed approach, methodology and implementation plan: a) Demonstrate clarity in understanding the overall objectives and scope of work, as described in the Terms of Reference (TOR). Provide a description on how these objectives will be met (10%); b) Propose an approach to carry out the study along with providing a target-oriented work plan that is realistic and in line with the milestones provided within the TOR (10%); c) Recognize the important aspects related to the individual tasks of the study. Indicate in the proposal the allocation of resources dedicated of each of the tasks outlined in the TOR (10%); d) If deemed useful, or necessary, propose additional aspects, not covered in the ToR, which could further improve the quality and relevance of the study (5%).	35%

2.	Expertise of the firm/organization: a) Present documented experience in analysing national renewable energy targets, especially drawing on lessons learned from the experience of countries globally. A minimum of 5 to 7 years of experience on the topic is preferred (20%); b) Present documented experience and knowledge in the design of national renewable energy targets, especially in the provision of recommendations based on lessons learned from the experience of countries globally, including developed and developing markets (10%); c) Provide developed publications targeted at decision makers and demonstrate ability to present information based on relevant analysis in a manner that is succinct, relevant and adds value to the ongoing policy discussions. Provide samples of relevant work undertaken (available in public domain) over the last 5 years (15%).	35%
3.	Team quality: a) Provide the relevant qualifications and experience of the experts who will be directly involved in the project in various capacities (including project manager and focal point for IRENA) (20%). Please provide CVs of all staff to be involved with the project and elaborate their individual roles.	20%
4.	External Network: a) Demonstrate capability to extract relevant information (e.g. country experiences in national renewable energy targets) needed for the study not only through desk research but through experts around the world from the private and public sector. Reflect on your external network and how the project could benefit from it. Provide samples of similar work that has leveraged on this external network	10%
TOTAL		100%

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Section 4: Proposal Submission Form¹

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

To: Chief Procurement Officer
International Renewable Agency 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 [date] 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.]

¹ No deletion or modification may be made to this form. Any such deletion or modification may lead to the rejection of the Proposal.