

## Section 1: Letter of Invitation

Abu Dhabi,  
10 August 2020

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: Capacity Building on Planning and Operation of Western African Power Grids with Higher Shares of Variable Renewable Energy

1. This RFP includes the following documents:

Section 1 – This Letter of Invitation

Section 2 – Instructions to Proposers (including Data Sheet (DS))

Section 3 – Terms of Reference (TOR) 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 (attached herewith)

2. Your offer comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with the DS.

3. You are kindly requested to submit an acknowledgment letter to IRENA via the following email [procurement@irena.org](mailto:procurement@irena.org) or the following addressee and location:

International Renewable Energy Agency  
Masdar City  
Procurement Office, 2nd floor  
P.O. Box 236 Abu Dhabi, United Arab Emirates, Procurement Office  
**RFP: 2020/005**

**Deadline for submission: Monday, 31 August 2020, Time: 14.00 Hours, GST (Gulf Standard Time)  
Abu Dhabi, United Arab Emirates (UAE)**

4. The letter should be received by IRENA no later than Friday, 14 August 2020, 15.00 H GST (Gulf Standard Time). The same letter should advise whether your company intends to submit a Proposal and if not, we would appreciate your kind indication of the reason, for our records purposes.

5. Should you need further clarification, kindly communicate with the contact person indicated in the attached Bid DS duly assigned to handle all queries for this RFP

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

Yours sincerely,



Bruce Neese  
Director,

Administration & Management Services