

Date: 28 May 2020

**Request for Proposals (RFP)**  
**Clarification 3 - RFP/2020/003**

“Mid-term external evaluation of the International Renewable Energy Agency (IRENA) –  
Medium-term Strategy 2018-2022”

To All Invited Bidders.

Please see below two requests for clarification regarding the above captioned RFP from a potential bidder.

1. The RFP anticipates that 30-40 person-days (page 27) will be needed to deliver this evaluation. Please, could you let us know if:
  - a. This total person-days also includes direct costs (e.g. sample purchase, survey roll-out)?
  - b. If it does not include direct costs – please, can you let us know if there is an anticipated total direct cost budget?
2. The RFP indicates on page 15, item #18, that proposals must be submitted electronically. However, this page also informs a physical address for proposal submission (item #17). Please, can you confirm that the proposals should be submitted by electronic means **only**, or whether a physical copy must also be received by 6 June 14:00 GST on the address informed on item #17?

Our response in **Red**:

- 1. The RFP anticipates 30-40 person-days (page 27) will be needed to deliver this evaluation. Please, could you let us know if: This total person-days also includes direct costs (e.g. sample purchase, survey roll-out)
- (a) The 30-40 person-days is in IRENA’s judgment the best estimate. We do not impose a ceiling on maximum days deployed. The delivery deadline for the evaluation / report is a hard date for IRENA. The bidder will submit a financial proposal on an all inclusive basis.
- (b) If it does not include direct costs – please, can you let us know if there is an anticipated total direct cost budget?

With respect to the budget, as a matter of policy, we do not publish the projected / budgeted value. This is a common practice in the UN and other international organisations

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### Additional presentation of price proposal

#	Designation of the Proposed resource / onsite or offsite - consultant	*Total Period of the Engagement (Days) – per categories of resource assigned	Rate / Cost per day (USD)	Total in USD
1	Consultant 1			
2	Consultant 2			
3	Other resource input internal / external			
4	Other costs			
5	Total			

Note - Please keep in mind the evaluation criteria and the Best Value for Money (BVM) principals that will be in force – and enumerated in the RFP – DS 22, page 15- i.e. Combined Scoring method 70/30 (Technical and Financial Proposal)

- ✓ The technical proposal shall be weighted 70% and the financial proposal shall be weighted 30 %.
- ✓ To be deemed compliant – the technical proposal must meet / exceed the cut-off score of 70%.
- ✓ The award will be made to the firm receiving the highest aggregate score – meeting IRENA's Best Value for Money (BVM) criteria.

#### ➤ 2. Proposal submission (item #17).

Due to the current pandemic / crisis and remote working conditions; the proposal must be submitted electronically as per the Data Sheet (DS) page 15/41 to Email Address: [Bids@IRENA.Org](mailto:Bids@IRENA.Org)

As noted – two separate electronic files labeled as (i) Technical Proposal and (ii) Final Proposal are to be submitted in the email with firms Name and RFP reference number. The technical proposal shall not contain any financial information. The inclusion of such information may lead to the disqualification of the entire submission.

The **bid closing / bid receipt** deadline of 6 June 2020; Time: 14.00H GST

The **bid opening deadline** will be 6 June 2020, 1600 H GST,

Please do not hesitate to contact me should you require any additional clarification.

Rgds

**Arjuna Kadirgamar**  
 Procurement Officer