



# INVITATION TO BID ITB/2021/009

## For the Provision of Travel Management and Event Related Services **Addendum 1**

Country: United Arab Emirates

Issued on: 7 July 2021

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](mailto:procurement@irena.org).

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## SECTION 1. LETTER OF INVITATION

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The International Renewable Energy Agency (IRENA) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject. The contract shall be a two Long-Term Agreements (LTAs) one for United Arab Emirates and one for Germany for one year duration, extendable for up to four years subject to satisfactory performance as confirmed by an annual evaluation and unless terminated earlier subject to the General Terms and Conditions for Professional Services of IRENA;

This ITB includes the following documents:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Bid Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Bid
  - o Form F: Price Schedule
- Section 7: IRENA General Terms and Conditions for Professional Services

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to [procurement@irena.org](mailto:procurement@irena.org), indicating whether you intend to submit a Bid or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

IRENA looks forward to receiving your Bid and thank you in advance for your interest in IRENA procurement opportunities.

Issued by

Approved by:

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Name: Luay Naim Shalkhoub  
Title: Chief, Procurement Officer  
Date: **July 7, 2021**

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Name: Aboubacar Toure  
Title : Director of Administration and Management services (AMS)  
Date: **July 7, 2021**

## SECTION 2. INSTRUCTION TO BIDDERS

<b>GENERAL PROVISIONS</b>	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by IRENA. This ITB is conducted in accordance with the IRENA Financial Rules and Regulations</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by IRENA. IRENA is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 IRENA reserves the right to cancel the procurement process at any stage without any liability of any kind for IRENA, upon notice to the bidders or publication of cancellation notice on IRENA website.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>2.1 IRENA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of IRENA vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to IRENA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, IRENA:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a IRENA contract.</p>
<b>3. Eligibility</b>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to IRENA whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by IRENA.</p>
<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p>

	<p>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by IRENA to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of IRENA.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to IRENA, and seek IRENA's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of IRENA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to IRENA's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
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## B. PREPARATION OF BIDS

5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the IRENA accordingly.</p>
6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. IRENA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and IRENA, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:

	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to IRENA's satisfaction.
<b>10. Technical Bid Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the IRENA. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the IRENA. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
<b>11. Price Schedule</b>	<p>11.1 <b>The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</b></p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
<b>12. Bid Security</b>	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by IRENA, IRENA shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by IRENA, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> </ul>



	<ul style="list-style-type: none"> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after IRENA has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that IRENA may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) IRENA will convert the currency quoted in the Bid into the IRENA preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</li> <li>b) In the event that IRENA selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, IRENA shall reserve the right to award the contract in the currency of IRENA's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IRENA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IRENA.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IRENA.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts</p>

	<p>themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Bid</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>16. Bid Validity Period</b>	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by IRENA and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Bid Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, IRENA may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
<b>18. Clarification of Bid (from the Bidders)</b>	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to an IRENA staff member, IRENA shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 IRENA will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 IRENA shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part</p>

	of IRENA to extend the submission date of the Bids, unless IRENA deems that such an extension is justified and necessary.
<b>19. Amendment of Bids</b>	<p>19.1 At any time prior to the deadline of Bid submission, IRENA may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, IRENA may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<b>20. Alternative Bids</b>	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, IRENA reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>
<b>C. SUBMISSION AND OPENING OF BIDS</b>	
<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the IRENA General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be</p>

	<p>made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> <li>i. Bear the name of the Bidder;</li> <li>ii. Be addressed to IRENA as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> <p>If the envelope with the Bid is not sealed and marked as required, IRENA shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
<b>Email and eTendering submissions</b>	<p>22.5 Electronic submission through a secure email , if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ol>
<b>23. Deadline for Submission of Bids and Late Bids</b>	<p>23.1 Complete Bids must be received by IRENA in the manner, and no later than the date and time, specified in the BDS. IRENA shall only recognise the actual date and time that the bid was received by IRENA</p> <p>23.2 IRENA shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
<b>24. Withdrawal, Substitution, and Modification of Bids</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to IRENA, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 Electronic tendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
<b>25. Bid Opening</b>	<p>25.1 IRENA will open the Bid in the presence of an ad-hoc committee formed by IRENA of at least three (3) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as IRENA may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid</p>

	<p>shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-mail submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence IRENA in the examination, evaluation and comparison of the Bids or contract award decisions may, at IRENA's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing IRENA's vendor sanctions procedures.</p>
<b>27. Evaluation of Bids</b>	<p>27.1 IRENA will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>c) Qualification assessment (if pre-qualification was not done) <ol style="list-style-type: none"> <li>a) Evaluation of Technical Bids</li> <li>b) Evaluation of prices</li> </ol> </li> </ol> <p>Detailed evaluation will be focussed on the 3-5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
<b>28. Preliminary Examination</b>	<p>28.1 IRENA shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. IRENA reserves the right to reject any Bid at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in IRENA's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the IRENA General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> </ol>

	f) They have a record of timely and satisfactory performance with their clients.
<b>30. Evaluation of Technical Bid and prices</b>	30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, IRENA may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.
<b>31. Due diligence</b>	31.1 IRENA reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that IRENA may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Bids</b>	32.1 To assist in the examination, evaluation and comparison of Bids, IRENA may, at its discretion, request any Bidder for a clarification of its Bid. 32.2 IRENA's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid 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 Bids, in accordance with the ITB. 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by IRENA, shall not be considered during the review and evaluation of the Bids.
<b>33. Responsiveness of Bid</b>	33.1 IRENA's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission. 33.2 If a bid is not substantially responsive, it shall be rejected by IRENA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

<p>34. Nonconformities, Repairable Errors and Omissions</p>	<p>34.1 Provided that a Bid is substantially responsive, IRENA may waive any non-conformities or omissions in the Bid that, in the opinion of IRENA, do not constitute a material deviation.</p> <p>34.2 IRENA may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, IRENA shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) 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;</li> <li>b) 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</li> <li>c) 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.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by IRENA, its Bid shall be rejected.</p>
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#### E. AWARD OF CONTRACT

<p>35. Right to Accept, Reject, Any or All Bids</p>	<p>35.1 IRENA reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IRENA's action. IRENA shall not be obliged to award the contract to the lowest priced offer.</p>
<p>36. Award Criteria</p>	<p>36.1 Prior to expiration of the period of Bid validity, IRENA shall award the contract to the qualified and eligible Bidder that is found to be <b>responsive to the requirements of the Schedule of Requirements and Technical Specification and has offered the lowest price.</b></p>
<p>37. Debriefing</p>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from IRENA. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for IRENA procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.</p>
<p>38. Right to Vary Requirements at the Time of Award</p>	<p>38.1 At the time of award of Contract, IRENA reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</p>
<p>39. Contract Signature</p>	<p>39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful</p>

	<p>Bidder shall sign and date the Contract and return it to IRENA. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IRENA may award the Contract to the Second highest rated or call for new Bids.</p>
<p><b>40. Contract Type and General Terms and Conditions</b></p>	<p>40.1 The types of Contract to be signed and the applicable IRENA Contract General Terms and Conditions for professional services, as specified in BDS are provided below ( Long Term Agreement)</p>
<p><b>41. Performance Security</b></p>	<p>41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form to be provided, if required, within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by IRENA shall be a condition for rendering the contract effective.</p>
<p><b>42. Bank Guarantee for Advanced Payment</b></p>	<p>42.1 Except when the interests of IRENA so require, it is IRENA’s standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form to be provided, if required.</p>
<p><b>43. Liquidated Damages</b></p>	<p>43.1 If specified in the BDS, IRENA shall apply Liquidated Damages for the damages and/or risks caused to IRENA resulting from the Contractor’s delays or breach of its obligations as per Contract.</p>
<p><b>44. Payment Provisions</b></p>	<p>44.1 Payment will be made only upon IRENA's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in IRENA with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
<p><b>45. Vendor Protest</b></p>	<p>45.1 IRENA’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding IRENA vendor protest procedures: <a href="mailto:awardreview@irena.org">awardreview@irena.org</a></p>



## SECTION 3. BID DATA SHEET

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	<b>Pre-Bid conference</b>	<p>Will be Conducted</p> <p>Time: UAE, Abu Dhabi local time Date : July 29, 2021 2:00 PM Venue : Via MS teams</p> <p><b>Microsoft Teams meeting</b>  <b>Join on your computer or mobile app</b>  <a href="#">Click here to join the meeting</a>  <a href="#">Learn More</a>   <a href="#">Meeting options</a></p> <hr/> <p>The IRENA focal point for the arrangement is:  Amel Eltayeb  E-mail: aeltayeb@irena.org</p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	12	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in IRENA: Amel Eltayeb Address: IRENA Headquarters – Masdar City United Arab Emirates Abu Dhabi E-mail address: aeltayeb@irena.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website www.irena.org
14	23	Deadline for Submission	31 <sup>st</sup> August 2021, at 14.00 hrs Abu Dhabi local time
14	22	Allowable Manner of Submitting Bids	<input type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> <b>Submission by email</b> <input type="checkbox"/> e-Tendering
15	22	Bid Submission email Address	<b><u>bids@irena.org</u></b>
16	22	Electronic submission	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: [Insert Address]</li> </ul>

17	25	Date, time and venue for the opening of bid	Date and Time: September 1, 2020 12:00 PM
18	27, 36	Evaluation Method for the Award of the Long Term Agreement (LTA)	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of the LTA	<i>January 1, 2022</i>
20		Maximum expected duration of the LTA	The total expected duration of an LTA is four (4) years. LTA will be signed for an initial duration of one (1) year, with possibility of an extension for additional two (2) years based on documented satisfactory performance of an LTA holder
21	35	IRENA will award the LTA to:	Two proposers (one for UAE and one for Germany)
22		Configuration of the LTA	One Travel Agencies to provide services for IRENA's Headquarter in UAE <b>offsite and onsite if required</b> and IRENA's Office in Bonn, Germany <b>offsite</b>
23	39	Type of Agreement	Long Term Agreement (LTA) template given below
24	39	IRENA Contract Terms and Conditions that will apply	IRENA General Terms and Conditions for Professional Services (attached with in Section 7 of this ITB)
25		Other Information Related to the ITB	

## SECTION 4. EVALUATION CRITERIA

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### Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
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ELIGIBILITY		
Certification	Accredited by IATA (mandatory)	provision / IATA accreditation and certification
Legal Status	Vendor is a legally registered entity.	Valid Certificate of registration to be provided
Certificates and Licenses	Duly authorized to act as Agent on behalf of the conglomerate , or Power of Attorney, if bidder is not a manufacturer Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder Export/Import Licenses, if applicable	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
QUALIFICATION		
History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of TMS default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum three (3) contracts of similar value, nature and complexity implemented over the last 3 years.  a) for implanted / onsite dedicated office contracts should be above (USD 2,000.000 per year)  b) for none implanted / offsite dedicated office contracts should be above (USD 500,000 per year)  * For each contract, provide details of: client name, contract dates, contract values, contract focal point name and email, work location  [Note: IRENA reserves the right to conduct reference checks with one or more of the listed clients of the Vendor] (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	

Terms and reference	TMS to provide a detailed structure of the Oragano gramm of the company	Copy of certificate/proof
	TMS shall have membership in global travel management associations and partnership arrangements	Copy of certificate to be attached
	Able to guarantee the delivery of products and services in accordance with the Performance Standards and Service Level Guarantees as per TORs ( please give your detailed response as per the TOR notes indicated above)	
	Proposed staff should be experienced travel consultants, especially in ticketing and fare computations, as evidenced by their track record in their curriculum vitae  (please refer to Section.... the TOR and provide CVs of key personnel)	
	Able to guarantee the delivery of products and services in accordance with the Performance Standards and Service Level Guarantees as per TORs Pargraph	
Financial Standing	Minimum average annual turnover of USD 10,000.000 for the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Form D: Qualification Form
	IRENA will check the financial accounts to compute the quick ratio (QR) which should be more than 1.0. Quick ratio tests the company's financial strength and liquidity by calculating a company's liquid assets in proportion to its liabilities	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Form D: Qualification Form
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form
	24-hour emergency service facility	Provide number
	Accept IRENA's GTC	
	Accept to maintain the rates-prices for at least one year through the LTA	

## SECTION 5: TERM OF REFERENCE

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**Attached herewith**

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>

**Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**

**Price Schedule:**

▪ Form F: Price Schedule Form

## Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/2021/009		

We, the undersigned, offer to supply the related services required for Travel Management Services in accordance with your Invitation to Bid No. ITB/2021/ and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

We hereby submit our Bid for the following location (select one only):

**1. Travel services for Abu Dhabi- UAE**

**2. Travel services for Bonn-Germany**

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been an IRENA staff member within the last year, if said IRENA staff member has or had prior professional dealings with our firm in his/her capacity as IRENA staff member within the last three years of service.
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the IRENA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to IRENA.

*We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the IRENA.*

*We offer to supply the goods and related services in conformity with the Bidding documents, including the IRENA General Terms and Conditions for Professional Services and in accordance with the Schedule of Requirements and Technical Specifications.*

*Your Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.*

We understand and recognize that you are not bound to accept any Bid you receive.

*I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should IRENA accept this Bid.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a IRENA vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IRENA vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</b>	[Complete]
<b>Contact person that IRENA may contact for requests for clarifications during Bid evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured</li> </ul>

- Certificate of Incorporation/ Business Registration
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Trade name registration papers, if applicable
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures
- Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.
- Export Licenses, if applicable
- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture      **OR**       JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to IRENA for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

## Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

## History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

## Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by IRENA.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken
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Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity, and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

### SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification 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 bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and

designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)



**FORM F:** Price Schedule Form

## Abu Dhabi

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format.

For the services listed under Section 5 - Terms of Reference, the selected Travel Agency will charge IRENA a fixed service fee per each issued ticket regardless of booking class, as detailed in below table. The service fees shall remain fixed for the whole duration of the LTA and shall apply for a whole itinerary per passenger and each independent air ticket issued unless there are changes in pricing introduced by air carrier which should be officially communicated.

(1) Based on historical expenditure statistics (provided for your reference in Annexes to the Terms of Reference), bidders are requested to indicate the service fee for each mandatory service required in column B of Table 1. The Financial Evaluation will be conducted only on bidders deemed compliant with the requirements identified in the bid document.

(2) Financial evaluation of the technically responsive bids will be performed as follow: the weightage of each service (A) would be multiplied by the proposed transaction fee (B) to obtain (C). The totals from column (C) would then be combined to calculate the total price quoted by each bidder.  $A \times B = C$ ; then  $\Sigma C$

(3) Table 2 Optional Services Requirement. These services will not be evaluated for selection of the preferred bidder. IRENA and participating agencies will decide on incorporating the optional services in the main Travel Management LTA after the evaluation result.

(4) IRENA shall award the LTA to the lowest priced technically responsive, eligible and qualified bid

### Currency of the Bid: USD

### Price Schedule

Type of Transaction		Applicable Transaction Fee in USD
1)	Tickets Transaction Service Fee (business & economy)	USD ----- per ticket
2)	Hotel Transaction Fee along with ground handling for conferences, meetings, Daily Delegate Rate (DDR), Technical onsite Support, audio-video equipment or other related services.	In percent %
3)	Only Ground Handling (Airport Transfers, conferences, meetings, Daily Delegate Rate (DDR), Technical onsite Support, audio-video equipment or other related services.	In percent %
CORPORATE DEALS		

The Contractor shall negotiate Corporate Deals and 'Ad hoc' fares with Airlines on behalf of IRENA.  
 The Contractor shall assist in the discussions to negotiate Corporate Airline Deals on behalf of IRENA.

"Volume Based Incentive on Service Fee"

Annual Travel spending in AED (sale on both official & personal travel)	Annual Rebate on Service Fee in %
USD 1.36 million & Above	In percent %
USD 2.1 million & Above	In percent %

Transportation Services car (Camry / Caprice or equivalent)	cost per one trip (in USD)
Transportation from Abu Dhabi to AD Airport	
Transportation from AD Airport to Abu Dhabi	
Transportation from Abu Dhabi to Dubai	
Transportation from Dubai to Abu Dhabi	

Transportation Services minivan 7 seats (Previa or equivalent)	Cost per one trip (in USD)
Transportation from Abu Dhabi to AD Airport	
Transportation from AD Airport to Abu Dhabi	
Transportation from Abu Dhabi to Dubai	
Transportation from Dubai to Abu Dhabi	

Accounts Management	Free of cost
Management Information Reports	

Reports as per Annex A in TOR item (g) including Unused ticket report - Quarterly	Free of cost
Travel Insurance	Net Insurance Charges

Services for personal travel (to apply corporate discount on all holiday tour packages for personal travel).	In USD per transaction
--	------------------------

Name of Bidder: \_\_\_\_\_  
 Authorised signature: \_\_\_\_\_  
 Name of authorised signatory: \_\_\_\_\_  
 Functional Title: \_\_\_\_\_

## FORM F: Price Schedule Form

### Bonn

Name of Bidder:	[Insert Name of Bidder]
ITB reference:	[Insert ITB Reference Number]

The Bidder is required to prepare the Price Schedule following the below format.

For the services listed under Section 5 - Terms of Reference, the selected Travel Agency will charge IRENA a fixed service fee per each issued ticket regardless of booking class, as detailed in below table. The service fees shall remain fixed for the whole duration of the LTA and shall apply for a whole itinerary per passenger and each independent air ticket issued unless there are changes in pricing introduced by air carrier which should be officially communicated.

(1) Based on historical expenditure statistics (provided for your reference in Annexes to the Terms of Reference), bidders are requested to indicate the service fee for each mandatory service required in column B of Table 1. The Financial Evaluation will be conducted only on bidders deemed compliant with the requirements identified in the bid document.

(2) Financial evaluation of the technically responsive bids will be performed as follow: the weightage of each service (A) would be multiplied by the proposed transaction fee (B) to obtain (C). The totals from column (C) would then be combined to calculate the total price quoted by each bidder.  $A \times B = C$ ; then  $\Sigma C$

(3) Table 2 Optional Services Requirement. These services will not be evaluated for selection of the preferred bidder. IRENA and participating agencies will decide on incorporating the optional services in the main Travel Management LTA after the evaluation result.

(4) IRENA shall award the LTA to the lowest priced technically responsive, eligible and qualified bid

**Currency of the Bid: USD**

**Price Schedule**

Type of Transaction		Applicable Transaction Fee in USD
1)	Tickets Transaction Service Fee (business & economy)	USD ----- per ticket
2)	Hotel Transaction Fee along with ground handling for conferences, meetings, Daily Delegate Rate (DDR), Technical onsite Support, audio-video equipment or other related services.	In percent %
3)	Only Ground Handling (Airport Transfers, conferences, meetings, Daily Delegate Rate (DDR), Technical onsite Support, audio-video equipment or other related services.	In percent %
<b>CORPORATE DEALS</b> The Contractor shall negotiate Corporate Deals and 'Ad hoc' fares with Airlines on behalf of IRENA. The Contractor shall assist in the discussions to negotiate Corporate Airline Deals on behalf of IRENA.		

"Volume Based Incentive on Service Fee"	
Annual Travel spending in AED (sale on both official & personal travel)	Annual Rebate on Service Fee in %
USD 1.36 million & Above	In percent %
USD 2.1 million & Above	In percent %

Accounts Management	Free of cost
Management Information Reports	
Reports as per Annex A in TOR item (g) including Unused ticket report - Quarterly	Free of cost
Travel Insurance	Net Insurance Charges

Services for personal travel (to apply corporate discount on all holiday tour packages for personal travel).	In USD per transaction
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Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

Functional Title: \_\_\_\_\_

## FORM G: Form of Bid Security (Not applicable)

**Bid Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

---

To: IRENA  
*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to IRENA dated [Click here to enter a date.](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after IRENA has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with IRENA's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that IRENA may require as a condition to rendering the contract effective.

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, 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 Price Bid 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 up to 30 days after the final date of validity of bids.

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*

## FORM H: Template Long Terms Agreement (LTA)

Long Term Agreement BETWEEN THE INTERNATIONAL RENEWABLE ENERGY AGENCY (IRENA) AND [Name of the Contractor]  
FOR THE PROVISION OF [Insert description]

This Long Term Agreement ("Agreement" or "LTA") is made between the International Renewable Energy Agency, with its headquarters in Masdar City, P.O. Box 236, Abu Dhabi, United Arab Emirates, (hereinafter "IRENA") and [Name of the Contractor] [located at \_\_\_\_\_][with its headquarters at \_\_\_\_\_] (hereinafter the "Contractor").

WHEREAS IRENA desires to enter into an LTA for the provision of services by the Contractor to IRENA, pursuant to which specific contractual arrangements may be concluded between IRENA and the Contractor, as provided herein;

WHEREAS the offer of the Contractor dated [date], submitted in response to the IRENA [Request for Proposal][Invitation to Bid] [number], dated [date], was accepted by IRENA;

NOW, THEREFORE, IRENA and the Contractor (hereinafter collectively the "Parties" and individually a "Party") hereby agree as follows:

### Article 1: DEFINITIONS

1. In this Agreement, words and expressions shall have the same meanings as respectively assigned to them in the IRENA General Terms and Conditions for Professional Services and the Terms of Reference, both annexed to this Agreement. In addition, the following words and expressions shall have the meanings hereby assigned to them:

1.1 "Agreement" or "LTA" means this document, its Annexes and any further amendments as may be made thereto in accordance with Clause 18 of the IRENA General Terms and Conditions for Professional Services;

1.2 "Annex 1" means the IRENA General Terms and Conditions for Professional Services;

1.3 "Annex 2" means the Terms of Reference;

1.4 "Annex 3" means the Price Schedule;

1.5 "Contractor" means the legal entity named in the preamble of this Agreement or its successors. The Contractor shall be the only interface for all matters pertaining to execution of the Services under this Agreement;

1.6 "Party(ies)" means IRENA and/or the Contractor, as the context requires;

1.7 "Proposal" means the Contractor's Proposal dated [date] submitted in response to the IRENA [Request for Proposal] [Invitation to Bid] [number] dated [date], known to both Parties and not reproduced herein;

1.8 "Purchase Order" means the order placed by IRENA from time to time to purchase specific types and quantity of Services from the Contractor at the price and under the terms and conditions mutually agreed in this Agreement and which, when signed by both Parties, shall constitute a contract between the Parties;

1.9 "Services" means [Insert description] referred to as "[short name]" as defined in the Terms of Reference contained in Annex 2 to this Agreement. Note: The text to be included in this provision should match whatever is

included in the title of this Agreement as set forth on the cover page and in the header of the first page of text.

#### Article 2: PURPOSE OF THE LTA

1. This Agreement is non-exclusive and is established to allow IRENA to purchase the Services specified in Annex 2 from the Contractor, as and when required, at the price and under the terms and conditions specified herein.
2. IRENA does not warrant that any quantity of Services will be purchased during the term of this Agreement; nor does this Agreement create any financial commitment on the part of IRENA. IRENA shall not be liable for any cost, and the Contractor shall not be entitled to any compensation, in the event that no purchase of Services is made under this LTA.

#### Article 3: RESPONSIBILITIES OF THE CONTRACTOR

1. The Contractor shall provide IRENA with the Services at the price and under the terms and conditions set forth herein, for the entire duration of the Agreement, only in accordance with Purchase Orders placed by IRENA pursuant to this Agreement.
2. Upon receipt of a signed Purchase Order from IRENA, the Contractor shall sign and return it to IRENA within five working days of its receipt. Once signed by both Parties, the Purchase Order shall constitute a contract between IRENA and the Contractor.
3. In the conduct of its work under the LTA, the Contractor shall exercise the highest skill and judgement and cooperate with IRENA, including IRENA's officials, consultants and agents, in best furthering the interests of IRENA and the aim of this LTA. The Contractor shall provide efficient business administration and supervision, and perform the Services to the highest standard and in the most expeditious and economical manner consistent with the requirements set forth in this LTA.

#### Article 4: RESPONSIBILITIES OF IRENA

1. IRENA shall designate members of its staff to act as points of contact for the Contractor, and shall promptly notify the Contractor thereof, to ensure that the Services are carried out in accordance with this Agreement. IRENA shall respond promptly to requests for information by the Contractor regarding the Services.
2. IRENA shall pay the Contractor for each Purchase Order and resulting delivery of Services made in accordance with the terms of this LTA, a sum which shall be based on the type and quantity of Services ordered by IRENA in the respective Purchase Order and delivered by the Contractor, at the price specified in this LTA. Payment shall be due by IRENA only subject to the full and satisfactory performance by the Contractor of its obligations under the LTA and acceptance by IRENA of the Services ordered under this LTA.

#### Article 5: PRICING

1. For each Purchase Order placed under this Agreement, the Services shall be provided at the prices set forth in Annex 3.
2. Except as provided under Article 6 below, the prices shall remain in effect and fixed for the entire duration of this Agreement and any further extension thereof and shall not be subject to escalation.
3. The prices set forth in Annex 3 shall cover all costs and expenses incurred by the Contractor for the full and proper performance of all obligations under the LTA (including management and remuneration of the personnel, national income tax, medical insurance, travel, and social security contributions). The price shall include all taxes, fees, duties and charges owed by the Contractor at the conclusion of this LTA or implementation of the Services



ordered thereunder.

#### Article 6: CHANGES IN THE SERVICES AND/OR PRICING

1. In the event of any technical changes in the specification of the Services and/or lowering of the market prices for the Services during the term of this Agreement, the Contractor shall notify IRENA immediately. IRENA shall consider the impact of any such event and may request an amendment to the Agreement.
2. The Contractor shall be responsible to apply to the Purchase Orders issued under this Agreement any special offer or discounts (if applicable) which may become effective after entry into force of this Agreement or placement of a Purchase Order. Such offer or discounts shall be reflected in the corresponding Purchase Order or invoice, as applicable.

#### Article 7: NOTICES

Notices, invoices and other documentation under the LTA shall be delivered or sent to the relevant Party at the following address (or such address, facsimile number or email address as the Party may substitute by notice after the date of the LTA):

(a) IRENA:

Attn: Director of Administration and Management Services  
International Renewable Energy Agency, IRENA Headquarters, Masdar City  
P.O. Box 236, Abu Dhabi,  
Tel.: +971 24179000  
administration@irena.org

(b) [Name and contact details of the Contractor's point of contact]

#### Article 8: ACCEPTANCE

1. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and, together with the Purchase Orders concluded thereunder, constitutes the entire agreement between the Parties with respect to the provision of the Services hereunder.
2. Each Purchase Order under this Agreement shall incorporate by reference all of the terms and conditions of this Agreement, including its Annexes 1 to 3. The IRENA General Terms and Conditions for Professional Services, contained in Annex 1, shall apply to this Agreement, as well as to any subsequent Purchase Orders concluded in accordance with the terms stated herein.

#### Article 9: ENTRY INTO FORCE AND DURATION

This Agreement shall enter into force on the date of the last signature by the representatives of the Parties as named below and shall remain in force for a duration of [one (1) year] [two (2) years], and may be extended for up to a total cumulative duration of four years by mutual agreement of the Parties in writing. IRENA reserves the right to terminate this Agreement if the Contractor's performance is not satisfactory to IRENA.

#### Article 10: PRIORITY OF DOCUMENTS

If there are discrepancies or conflicts between any of the documents that are part of this Agreement, the document to prevail shall be given precedence in the following order:

- a. This Agreement;
- b. The IRENA General Terms and Conditions for Professional Services (Annex 1);

