

## IRENA responses to clarifications

1. When would we be allowed access to the venue(s) to start build and any rehearsal timelines we need to adhere to?  
*IRENA Response: One day prior to the event.*
2. Please could you confirm if the head table would be live in person?  
*IRENA Response: Yes, head of table will be live, in person.*
  - a) If not, how many would be Zoom in at one time?  
*IRENA Response: But we still need to be prepared for virtual attendance depending on pandemic situations.*
3. Members of the State are they going to object virtually if not present?  
*IRENA Response: Yes. as meetings will be Hybrid mode.*
4. Parallel sessions, how many will run concurrently?  
*IRENA Response: Two or three parallel Sessions.*
5. Do you have venue layouts and drawings available? Please share  
*IRENA Response: Please refer to the photos shared below in point 21 to get an idea about the layout design.*
6. How many virtual delegates/speakers will join at a time?  
*IRENA Response: Up to 1000*
7. Do you have an agenda ready dedicating the virtual speakers vs. Physical?  
*IRENA Response: Agenda has not been finalized yet.*
8. Please share IRENA's branding guidelines  
*IRENA Response: Will be shared later at time of project execution.*
9. Would you like to have a 3D stage to host the virtual speakers and their presentations? Example for reference - [https://www.youtube.com/watch?v=oT\\_YfjsQM\\_c](https://www.youtube.com/watch?v=oT_YfjsQM_c)  
*IRENA Response: We can have it as an option, so a break down cost to decide if we keep it or not. We would also like to see examples, how it.*
10. In a Panel Discussion, what's the maximum number of speakers presenting at a time?  
*IRENA Response: 10-15 persons.*
11. Please share all rooms layout  
*IRENA Response: Please refer to the photos shared below in point 21 to get an idea about the layout design.*
12. It is mentioned that you'd like to have different access points for different users. Please identify categories of access.

*IRENA Response: where is “different access points for different users” mentioned in the TOR? If you refer to access permissions to users, we may have the standard zoom roles in a webinar, host, co-host, Panellists, and attendees. Attendees might be upgraded to panellist and vice versa during live meetings. If you refer to network access points, we have main and backup.*

13. How will the access levels differ, what will each include?

*IRENA Response: see response to 12 above.*

14. How many languages do you want on the virtual platform content?

*IRENA Response: 6 official UN languages.*

15. What are the languages required for Zoom?

*IRENA Response: Arabic, Chinese, English, French, Russian and Spanish.*

16. An Analytics report will be provided for the online visitors. Are you looking to have some system on ground which will allow knowing who and how many people attended the event on the day physically?

*IRENA Response: Would be good to see what they have to offer.*

17. How many viewers/ virtual visitors are expected?

*IRENA Response: see question 6. Up to 1000*

18. Are there any interactive activation ideas required for this event?

*IRENA Response: No, Good to see what services vendor may provide here.*

19. Would you like us to assist with the stage content and digital branding for the full series of event?

*IRENA Response: No, Good to see what vendor have to offer us.*

20. Section 9 – Can we provide a supporting document to this section with further specific BoQs and breakdowns for each List 1-6 and associated variations mentioned in Section 9, in our standard financial proposal format.

*IRENA Response: Yes, bidders are allowed to provide the cost breakdowns in their own formats along with their financial proposals. However, please ensure to fill and send the financial proposal returnable sheet (Section 9 Financial Proposal Form - RFP.2022.012 (Returnable Sheet)) shared by IRENA file for total costing.*

21. Table 1:

Reference set-up images – Having produced and delivered multiple international small/medium/large scale conferences, we request to provide us with reference images for each set-up from List 1 / Plenary Council to List 3/Ministerial Pre-assembly meetings for a better understanding of the arrangements expected.

*IRENA Response: List 1 <https://www.flickr.com/photos/irenaimages/52095518001/in/album-72177720299170161/>*

*List2 <https://www.flickr.com/photos/irenaimages/49365658758/in/album-72157712602396742/>*

List 3 <https://www.flickr.com/photos/irenaimages/49366612956/in/album-72157712602396742/>

Council Album

<https://www.flickr.com/photos/irenaimages/albums/72177720299170161/with/52095756704/>  
Assembly Album <https://www.flickr.com/photos/irenaimages/albums/72157712602396742/>

a) To justify our above request - For example: List 1

Audio - 120 Conference mics without mentioning the set-up arrangement – U-Shape / Classroom style / etc.

LED Screen – is it expected to be embedded inside the 12mx2.5m backdrop? Or a standalone LED screen as a screen of size 4mx3m will extend outside a backdrop of height 2.5m

Comfort monitors qty is not defined – please advise → as needed. Around 10.

*IRENA Response: It should be embedded in the backdrop if possible and the screen would not extend outside the backdrop. The backdrop should be taller than 2.5m, not sure where this number came from.*

b) Backdrop 12mx2.5m – is this expected to be erected on top of the stage which holds the head-table of up to 10 pax or from ground level?

*IRENA Response: The backdrop should be taller, 2.5m is too short. It could be erected on the stage or start from the ground behind the stage, that's up to the vendor.*

c) Stage and head-table – is this expected to be provided from the hotel/venue?

*IRENA Response: Yes.*

d) International sockets – these are expected to be individual international sockets which will be returned to us post-event, or will they be taken away from the guests who they are provided to? Power extensions – we would need to understand the expected layout / arrangement to ensure all aspects of cabling are considered in this requirement.

*IRENA Response: Will be returned.*

e) Hence – having reference pictures of the set-up based on which the List 1-6 have been prepared is important to understand the expectations of IRENA and enable us to provide the right, suitable and efficient proposal.

*IRENA Response: Please find abovementioned photos link for setup.*

22. Table 2 / Scenario 1:

We assume/understand that 27-28 Oct are the current approved dates for the 2-half days for AFC & PSC. Can we have some past reference images of these council meetings for our clear understanding

*IRENA Response: <https://www.flickr.com/photos/irenaimages/albums/72177720299170161>*

23. DS No.18 – We assume that the separate files for Technical & Commercial proposal must be submitted in the same email and not in separate emails. Please clarify / confirm.

*IRENA Response: Submission in either way is acceptable; however, both technical and financial proposal files should be separate.*

24. DS No.18 – please clarify the total receivable size of the email. If our attachments render the email size larger, please confirm that we can submit in parts – and not just 1 single email  
*IRENA Response: The maximum acceptable size is 10mb normally. Submission in parts via multiple emails is acceptable; however, full proposal should be sent before the tender deadline.*
25. DS No.23 – Request your clarification that the mentioned documents (related to technical proposal – such as ISO Certificates / Certificate of Registration / Company Profile / etc.) can be attached as separate files and not necessarily in a single file.  
*IRENA Response: Yes, these documents can be attached as separate documents along with your technical proposal.*
26. Section 6 – Kindly clarify/confirm if this needs to be on the official letterhead of the organization.  
*IRENA Response: Yes*
27. Section 7 – Is the JV Partner Indication form required to be filled & submitted even if we are not engaging in a JV with any other entity?  
*IRENA Response: No*
28. Section 7 & 8 – We don't have a liberty to disclose many required information such as Litigation History, Financial statements, etc. Please advise on this.  
*IRENA Response: Financial Statements are mandatory to assess bidder financial capacity to carry out the projects.*
29. Section 7 & 8 – Many of our large contracts are bound with NDAs and we are not at liberty to disclose these details. Please advise on this.  
*IRENA Response: The requested information in technical evaluation criteria would be considered for technical evaluation and rating of proposals. Failure to provide any information requested in evaluation criteria will result in losing marks of such missing information.*
30. Section 8 – Section 2.4 – We are not able to declare at this stage if the works will be sub-contracted as this decision is subject to pre-booking of our own internal AV equipment for other projects. Also, these decisions are taken based on the current prevailing scenarios, and the sub-contractor is chosen based on our own internal procurement process. Please advise how this is expected to be addressed.  
*IRENA Response: Please get yourself familiar with IRENA LTA T&Cs and General T&Cs for professional services. Sub-Contracting projects at any stage of executing contract will be subject to IRENA LTA T&Cs and General T&Cs for professional services.*