

**REQUEST FOR PROPOSALS
RFP/2017/02**

**Provision of Consultancy Services
for Technical Concept Guidelines for Biogas Projects**

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 and report to procurement@irena.org

**International Renewable Energy Agency
November, 2017**

Section 1: Letter of Invitation

Abu Dhabi, 29 November, 2017

Dear Madam or Sir,

1. The International Renewable Energy Agency (IRENA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for consultancy services for **Provision of Consultancy Services for Technical Concept Guidelines for Biogas Projects**
2. This RFP includes the following documents:

Section 1 – This Letter of Invitation

Section 2 – Instructions to Proposers (including Data Sheet)

Section 3A – Terms of Reference (provided hereunder)

Section 4 – Proposal Submission Form

Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer

Section 6 – Technical Proposal Form

Section 7 – Financial Proposal Form

Section 8 – General Terms and Conditions for Professional Services (attached herewith)

3. Your offer comprising of a Technical and Financial Proposal and other documentation as required by the RFP, in separate sealed envelopes, should be submitted in accordance with the Data Sheet. Offers must be received by: **14 December, 2017, 14:00 hrs. Abu Dhabi Time.**
4. You are kindly requested to inform IRENA of your interest and intention to submit a Proposal via the following email procurement@irena.org or the following addressee and location:

International Renewable Energy Agency,
IRENA Secretariat, IRENA Headquarters, Masdar City, Procurement Section.
Abu Dhabi, United Arab Emirates, Tel: 00971-2-4179000
RFP/2017/021- Provision of Consultancy Services for Technical Concept Guidelines for Biogas Projects
5. Should you need further clarification, kindly communicate with the contact person indicated in the attached Bid Data Sheet duly assigned to handle all queries for this RFP.
6. We look forward to your Proposal and thank you in advance for your interest in IRENA procurement opportunities.

Yours sincerely,

David Iyamah

Director, Administration and Management Services

Section 2: Instruction to Proposers

Definitions of Terms

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

A. GENERAL

1. IRENA solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP will be accepted unless approved in writing by the Chief Procurement Officer. However, whilst fully complying with the RFP requirements, Proposers are encouraged to provide any suggestions and solutions that may achieve a more cost-effective and value-for-money approach to fulfilling the requirements of this RFP.
2. Submission of a Proposal shall be deemed to constitute an acknowledgement by the Proposer that all obligations stipulated in this RFP will be met and unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and not as an acceptance of an offer of any Proposal by IRENA. Any Proposal shall have only one option. If options were proposed, only the first option will be considered. This RFP does not commit IRENA to award a contract.
4. A Proposer shall not be in any position of conflict of interest arising from their current or future work with respect to IRENA. All Proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 4.1 are or have been associated in the past, with an entity or any of its affiliates which have been engaged with IRENA to provide services for the preparation of the design, specifications, Terms of Reference and other documents to be used for the procurement of the goods and services to be purchased in this selection process;
 - 4.2 were involved in the preparation and/or design of the programme/project related to the services requested under this RFP;
 - 4.3 have owners, officers, directors, controlling shareholders, or key personnel who are related to IRENA staff involved in procurement functions;
 - 4.4 submit more than one Proposal in this RFP, either as an individual entity, or through its membership with a joint venture/consortium/association that is also submitting a Proposal for the same contract;
 - 4.6 are found to be in conflict for any other reason, as may be established by, or at the discretion of, IRENA.
5. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to IRENA's further evaluation and review of various factors such as extent of Government ownership and receipt of subsidies.

B. CONTENTS OF PROPOSAL

6. Sections of Proposal

Proposers are required to complete, sign and submit, in the number of copies indicated in the data sheet, the following documents:

- 6.1 Proposal Submission Covering Letter Form
- 6.2 Documents Establishing the Eligibility and Qualifications of the Proposer Technical Proposal
- 6.3 Financial Proposal

7. Clarification of Proposal

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

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

8. Amendment of Proposals

At any time prior to the deadline for submission of Proposals, IRENA may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All Proposers who have expressed interest and indicated their intention to submit a Proposal will be notified in writing of all amendments to the RFP. All amendments shall be uploaded on the IRENA's website under the procurement notices (www.irena.org > About > Procurement).

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

C. PREPARATION OF PROPOSALS

9. Cost of Proposal

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

10. Language of Proposal

The Proposal, as well as all related correspondence exchanged by the Proposer and IRENA, shall be written in the language (s) specified in the **Data Sheet**. Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern.

11. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form furnished in Section 4 of the RFP.

12. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet**, the Proposer shall structure the Technical Proposal to meet the evaluation criteria, as follows:

- 12.1 Management Structure and Expertise of the Proposer – this section should provide details regarding management structure of the Proposer, organizational capability/resources, standards governing the work and experience of the Proposer, the list of projects/contracts/clients (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP.
- 12.2 Proposed Methodology, Approach, Implementation Plan and Outputs of work – this section should demonstrate the Proposer's response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the public sector conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the milestones as specified in the Terms of Reference. Further, the section should describe the proposed structure and format of the work outputs:

12.3 Key Personnel – This section should indicate the number and general qualifications include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications relevant to TOR.

In complying with this section, the Proposer assures and confirms to IRENA that the personnel being nominated are available for the performance of the services under the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, IRENA reserves the right to render the proposal non-responsive. Any substitution of personnel arising from unavoidable reasons shall be made only with the approval of IRENA.

12.4 Other Information as may be relevant to the Proposal.

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

13. Financial Proposal

The Financial Proposal shall be prepared using the standard structure specified in Section 7. No other pricing approach shall be expected.

14. Currencies of Proposals

All prices from Proposers originating from outside the Country specified in the **Data Sheet** shall be quoted in the currency indicated in the **Data Sheet**.

15. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish evidence of its status as an eligible and qualified bidder using the forms provided. The documentary evidence of the Proposer's qualifications to perform the Contract is required. This evidence shall include, and must demonstrate, that the Proposer has the financial, technical, and production capability necessary to perform the Contract.

16. Joint Venture, Consortium or Association

If the Proposer is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to IRENA for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to legally bind the joint venture, consortium, or association.

The leader or lead entity, composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of IRENA .

The description of the organization of the joint venture/consortium/association must be clearly defined in the course of establishing the eligibility of the Proposer, by defining the expected role of each of its component/member firm in the course of performing the services defined in the TOR.

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

- Those that were undertaken together by the joint venture/consortium/association jointly and severally; and
- Those that were undertaken by the individual members of the joint venture/consortium/association expected to be involved in the performance of the services defined in the TOR.

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 joint venture/consortium/association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their credentials.

17. Alternative Proposals

Unless otherwise specified in the **Data Sheet**, alternative proposals shall not be considered.

18. Period of Validity

Proposals shall remain valid for the period specified in the **Data Sheet**, commencing on the submission deadline date also indicated in the **Data Sheet**.

In exceptional circumstances, prior to the expiration of the proposal validity period, IRENA may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

D. SUBMISSION AND OPENING OF PROPOSALS

19. Submission and Opening of Proposals

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

- bear the name and address of the Proposer
- be addressed to IRENA as specified in the **Data Sheet** and
- bear a warning not to open before the time and date for proposal opening, as specified in the **Data Sheet**.

If all envelopes are not sealed and marked as required, IRENA will assume no responsibility for the misplacement or premature opening of the Proposal.

19.2 Proposers may always submit their Proposals by mail/courier or by hand delivery. When so specified in the **Data Sheet**, Proposers shall have the option of submitting their Proposals electronically. When the Proposals are expected to be in transit for over 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with IRENA’s deadline for submission. Under such circumstances, the Proposer must inform IRENA of the exact date and time of their dispatch, through the submission of the official receipt and supporting documents (airway bill, etc.) issued by the forwarding/courier company that will deliver the Proposal to IRENA.

19.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The number of copies required shall be as specified in the **Data Sheet**. In the event of any discrepancy between them, the original shall govern. The original and copies of the Proposal shall be signed by the Proposer or person(s) duly authorized to commit the Proposer. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the Proposer, or a Power of Attorney, accompanying the Proposal. The Proposer shall submit the original and copies of the Proposal in separate envelopes, marked “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer envelope.

20. Deadline for Submission of Proposals and Late Proposals

20.1 Proposals must be received by IRENA at the address and no later than the date and time specified in the **Data Sheet**.

20.2 IRENA shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by IRENA after the deadline for submission of

Proposals shall be declared late, rejected, and returned unopened to the Proposer.

21. Withdrawal, Substitution, and Modification of Proposals

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

21.2A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 19 of the RFP, 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 Proposal must accompany the respective written notice. All notices must be received by IRENA prior to the deadline for submission. The respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION”.

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

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

22. Proposal Opening

22.1 IRENA will open the Proposals in the presence of an ad-hoc committee formed by IRENA. Electronic proposal opening procedures shall be as specified in the **Data Sheet**.

22.2 The Proposers’ names, modifications, withdrawals, the presence or absence of documents, and such other details as IRENA may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

E. EVALUATION AND COMPARISON OF PROPOSALS

23. Confidentiality

- 23.1 Information relating to the examination, evaluation, and comparison of Proposals, and recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even until publication of the contract award.
- 23.2 Any effort by a Proposer to influence IRENA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at IRENA 's decision, result in the rejection of its Proposal.
- 23.3 In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with IRENA for debriefing, but said debriefing shall be limited to the discussions of the strengths and weaknesses of the Proposal of said Proposer, and no information relating to the Proposal or rating of other Proposers may be discussed.

24. Clarification of Proposals

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

IRENA's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by IRENA in the evaluation of the Proposals, in accordance with Clause 28 of the RFP.

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

25. Preliminary Examination of Proposals

IRENA shall examine the Proposals to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. IRENA reserves the right to reject any Proposal after preliminary examination of Proposal, if IRENA finds justifiable reason for such rejection, including but not limited to the discovery of significant or material deviation, conflict of interest, fraud, among others.

26. Evaluation of Proposals

- 26.1 IRENA shall examine the Proposal to confirm that all terms and conditions under the IRENA General Terms and Conditions for Professional Services and Special Conditions have been accepted by the Proposer without any deviation or reservation.

- 26.2 The evaluation committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP, and particularly the Terms of Reference, or if it fails to achieve the minimum technical score indicated in the **Data Sheet**. Absolutely no changes may be made by IRENA in the criteria, sub-criteria and point system indicated in the **Data Sheet** after all Proposals have been received.
- 26.3 In the second stage, only the Financial Proposal of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will either be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet**,
- 26.4 IRENA shall reserve the right to determine to its satisfaction the validity of information provided by the Proposer, through verification and reference checking, among other means that it deems appropriate, at any stage within the selection process.

27. Responsiveness of Proposal

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

28. Nonconformities, Errors and Omissions

- 28.1 Provided that a Proposal is substantially responsive, IRENA may waive any non-conformities or omissions in the Proposal that do not constitute a material deviation.
- 28.2 Provided that a Proposal is substantially responsive, IRENA may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any

aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

28.3 Provided that the Proposal is substantially responsive, IRENA shall correct arithmetical errors on the following basis:

28.3.1 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;

28.3.2 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

28.3.3 if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

28.4 If the Proposer does not accept the correction of errors made by IRENA, its Proposal shall be rejected.

29. Fraud and Corruption

IRENA implements a policy of zero tolerance on fraud and corrupt practices and is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against IRENA as well as third parties involved in IRENA activities.

F. AWARD OF CONTRACT

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

IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer, or any obligation to inform the affected Proposer(s) of the grounds for IRENA's action. IRENA shall neither be obliged to award the contract to the lowest price offer.

31. Award Criteria

Prior to expiration of the period of proposal validity, IRENA shall award the contract to the qualified Proposer with the highest evaluated score based on the evaluation method indicated in the **Data Sheet**.

32. Right to Vary Requirements at the Time of Award

At the time of award of Contract, IRENA reserves the right to vary the quantity of services and/or goods, by up to a maximum 15% of the total price offer, without any change in the unit price or other terms and conditions.

33. Contract Signature

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

34. Performance Security

34.1 A performance security, if required, shall be provided in the amount and form provided by the deadline indicated in the **Data Sheet**, as applicable.

34.2 Failure of the successful Proposer to comply with the requirement of Clause 33 or 34 of the RFP shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance security if any, on which event IRENA may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

35. Bidder protest

In the event that you believe you have not been fairly treated, please contact awardreview@irena.org

Instructions to Proposers

DATA SHEET

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

Project Context:	IRENA Request for Proposals RFP/2017/034
Title of Services/Work:	Provision of Consultancy Services for Technical Concept Guidelines for Biogas Projects
Country:	Abu Dhabi, UAE
Language of the Proposal:	English
Conditions for Submitting Proposals for Parts or sub-parts of the TOR	Not allowed
Conditions for Submitting Alternative Proposals	Shall not be considered
A pre-proposal conference will be held:	No
Period of Proposal Validity commencing on the submission deadline date	120 days
Proposal Security	Not Required
Acceptable forms of Proposal Security	Not required
Validity of Proposal Security	Not applicable
Proposal Prices shall be subject to Taxation	Kindly indicate Taxes if applicable
Advanced Payment upon signing of contract	Not allowed

Performance Security	Not Required
Currency of Proposal	Single Currency: USD
Deadline for submitting requests for clarifications / questions	3 days before the submission deadline date
Contact Details for submitting clarifications/questions	<p>Focal Person in IRENA:</p> <p>Mr. Luay Shalkhoub, Chief, Procurement Officer;</p> <p>E-mail address dedicated for this purpose:</p> <p>lshalkhoub@irena.org or procurement@irena.org</p>
No. of copies of Proposal that must be submitted	<p>Originals: two hard copy files as follows:</p> <p>Technical Proposal, 1 original and 1 USB containing the proposal Financial Proposal, 1 original</p> <p>The financial proposal must be separated from the technical proposal, otherwise the proposals will be rejected.</p>
Proposal submission address	<p>International Renewable Energy Agency Procurement Section IRENA Secretariat, IRENA Headquarters, Masdar City, Abu Dhabi, United Arab Emirates Tel: 00971 2 417 9000</p>
Deadline of Submission	<p>Date: 14 December, 2017 Time: 14:00 hrs Abu Dhabi Time.</p>
Procedures and condition for submitting Proposals by electronic means	Not Allowed
Evaluation method to be used in selecting the most responsive Proposal	<p><input type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively. The award will be for the bidder with the highest combined score of both technical and financial proposals.</p> <p>The formula for the combined scoring method shall be :</p>

	$p = y (x/z)$
	<p><u>Where:</u> p = points for the financial proposal being evaluated y = maximum number of points for the financial proposal x = price of the lowest priced proposal z = price of proposal being evaluated</p>
Required Documents that must be Submitted to Establish Qualification of Proposers.	<ol style="list-style-type: none"> 1. Full submission including Proposer profile, which should <u>not exceed forty (40) pages</u> including the cover letter and CVs. 2. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation 3. Trade name registration papers, if applicable Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any
Other documents that may be Submitted to Establish Eligibility	CVs of proposed key personnel to conduct the Methodology
Criteria for the Evaluation of Proposals	(See Tables below)

EVALUATION CRITERIA

For the evaluation of the proposals, please provide detailed costs per man-day and the estimated timeframe. In order to select best option in terms of value for money, the evaluation of the proposal will be based on:

Summary of Proposal Evaluation		Weighting
1.	Technical Evaluation	70 %
2.	Commercial/Financial Evaluation	30 %
TOTAL SCORE		100 %

TECHNICAL EVALUATION CRITERIA:

1. Stage one: the technical proposals shall be evaluated based on the criteria listed hereunder in table 1. The passing score for this stage is 70%, which will qualify the proposers to the following stage.
2. Stage two: scores from stage one will be calculated. Those who attain 70% and above shall have their financial proposals open.
3. Stage three: award will be for the bidder with the highest combined scores of the technical and financial proposals. (70/30)

IRENA requires a consulting firm (contractor) with proven experience and capacity to provide the required activities and outputs as described in the TOR. In order to assess best value for money the qualitative evaluation of the request for proposal (RFP) will be based on the following criteria:

Technical Evaluation Criteria	Weighting (%)
<p>Proposed approach and work plan</p> <p>(a) Understanding of the task, its scope and its objectives, as described in the Terms of Reference;</p> <p>(b) Identification of the critical elements of both the task and the topic to be covered;</p> <p>(c) Proposed approach and implementation strategy for the required work, providing a realistic work plan with clear milestones;</p> <p>(d) Elaboration of a clear and concise technical proposal for this RFP, demonstrating extensive knowledge, experience and ability to carry out critical analysis and provide sound advice on technology matters for project developers, policy-makers and investors using a clear, structured and complete methodology.</p>	<p>20%</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p>

Technical Evaluation Criteria	Weighting (%)
<p>Proposed Content Outline</p> <p>Providing a clear overview of the suggested topics to be covered and the way in which they will be addressed. The proposal's structure should be consistent with the structure of IRENA Project Navigator technical concept guidelines (accessible at http://navigator.irena.org). This content outline will be the basis for the kick-off meeting and will serve as input for the inception document, if the proposal is selected.</p>	<p>35%</p>
<p>Experience in the development, financing and implementation of biogas projects</p> <p>Provide 2 references of work in the field of development, financing and implementation of biogas projects not older than 7 years.</p>	<p>10%</p>

Technical Evaluation Criteria	Weighting (%)
<p>Team quality</p> <p>(a) Composition, qualifications and experience of the experts who will be directly involved in the project in various capacities – For each team member (at least 1 senior consultant and 1 junior consultant), provide CV and samples of relevant work undertaken.</p> <p>Minimum qualifications:</p> <ul style="list-style-type: none"> ○ Senior consultant – 5 years professional experience in project management and in the development, financing and implementation of bioenergy projects including biogas technology. ○ Junior consultant – 2 years professional experience in the development, financing and implementation of bioenergy projects including biogas technology. <p>(b) Indicate management and implementation plan.</p>	<p>35%</p> <p>30%</p> <p>5%</p>

Section 3: Terms of Reference (TOR)- **Attached herewith**

Section 4: Proposal Submission Form *(must be signed and completed with the Proposals)*

To: IRENA, Chief Procurement Officer

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for this requirement. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the IRENA General Terms and Conditions for Professional Services.

We agree to abide by this Proposal for 120 days as from the submission deadline date.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Contract.

We fully understand and recognize that IRENA is not bound to accept this Proposal that we shall bear all costs associated with its preparation and submission, and that IRENA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain
Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Proposer: _____

Contact Details: _____

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form

[The Proposer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date of Proposal Submission]*

1. Proposer's Legal Name:
2. In case of Joint Venture (JV), legal name of each party:
3. Proposer's actual or intended Country of Registration:
4. Proposer's Year of Registration:
5. Proposer's Legal Address in Country of Registration:
6. Proposer's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of the Proposer. In case of JV, letter of intent to form JV or JV agreement. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with applicable law.

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement.

1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last seven (7) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer'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 methodology meets or exceeds the specifications.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the IRENA and partners, including a reporting schedule.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: *This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the IRENA. If substitution is unavoidable it will be with a person who, in the opinion of the IRENA project manager, is at least as experienced as the person being replaced, and subject to the approval of IRENA . No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Section 7: Financial Proposal Form

1. Financial Proposal: The Proposer is required to prepare the Financial Proposal in a separate envelope from the rest of the RFP response as indicated in the RFP Instruction to Proposers. Any cost-reimbursable items, such as travel and out-of-pocket expenses, should be **NOT** included in the financial proposal, if applicable.

Please do not use any other format.

A. Cost Breakdown by Cost Component:

The Proposers are requested to provide the overall cost breakdown for all deliverables based on the following format.

No	Deliverables	Designation of the Proposed resource / onsite or offsite	*Total Period of the Engagement (Days) – per categories of resource assigned	Rate / Cost per day (USD)	Total in USD
1	D1. First draft D1.1 Kick-off meeting and inception document D1.2 First draft document				
2	D2. Intermediate draft D2.1 Intermediate draft document D2.2 Draft toolkit D2.3 Draft project evaluation model				
3	D3. Final Draft D3.1 Final draft document D3.2 Final draft toolkit D3.3 Final draft project evaluation model D3.4 Close-out meeting				
	Grand Total Cost in USD				

Important note on deliverables and structuring the cost:

As per TOR, it is expected that this project duration is approximately 5 months +/- 10% (estimated at 60 man – days of project team working on this study). Duration is not necessarily the actual working days. Hence, your Financial proposal should consider and reflect this estimation by IRENA’s project team.

The total value should not include cost of travel. Any travel, if authorized by IRENA, will be arranged in accordance with IRENA’s travel policy.

For:

Name of Bidder:-----

Authorised Signatory:-----/Stamp

Name:-----

Designation:-----

Signature

Date: _____ / 2017

IRENA is VAT and tax exempted, all prices must be exclusive of these Taxes.