REQUEST FOR PROPOSALS (RFP)
RFP/2019/015

Studies on biomass strategy for sustainable bioenergy production in Southeast Asia - Bioenergy from agriculture sector

International Renewable Energy Agency
Abu Dhabi, UAE

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.

11 November 2019
Section 1: Letter of Invitation

Abu Dhabi, United Arab Emirates
11 November 2019

Dear Madam or Sir,

The International Renewable Energy Agency (IRENA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the following consultancy service for – “Studies on biomass strategy for sustainable bioenergy production in Southeast Asia – Bioenergy from agriculture sector”.

1. This RFP includes the following documents:

   Section 1 – This Letter of Invitation
   Section 2 – Instructions to Proposers, including the Data Sheet
   Section 3 – Terms of Reference, including technical evaluation criteria
   Section 4 – Proposal Submission Form
   Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
   Section 6 – Technical Proposal Form
   Section 7 – Financial Proposal Form
   Section 8 – General Terms and Conditions for Professional Services
   Section 9 – Form for Performance Security
   Section 10 – Form of Bank Guarantee for Advance Payment
   Section 11 – Form of Contract

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

3. You are kindly requested to submit an acknowledgment letter to IRENA via the following email address: procurement@irena.org, or to the following postal address:

   Procurement Office
   International Renewable Energy Agency
   IRENA Headquarters, Masdar City, P.O. Box 236
   Abu Dhabi, United Arab Emirates

4. The letter should be received by IRENA no later than 19 November 2019; 16.00 H Gulf Standard Time (GST). The same letter should advise whether your company intends to submit a Proposal. If your company decides not to submit a proposal, we would appreciate it if you would kindly indicate the reason for our records.

5. Should you need further clarification, kindly communicate with the contact person indicated in the attached Data Sheet as the focal point for queries relating to this RFP.

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

Yours sincerely,

Bruce Neese
Director
Administration and Management Services

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1 See Data Sheet Page 14 (DS # 5) for bid submission details.