RFP No.: 27/07/PPIC/2026-ISA

Country: Fiji
Issued on: 20/07/2026

Request For Proposal

For Demand Assessment, Business Model Design and Preparation of RFP for Distributed Solar, Mini-Grid, Off-Grid, Rooftop Solar and Solar Water Pumping Projects in Fiji

International Solar Alliance (ISA)
Secretariat, Surya Bhawan, NISE Campus,
Gwal Pahari, Gurugram, Haryana – 122003, India
Website: www.isa.int

RFP Notice

1. International Solar Alliance invites proposal for Hiring of Agency for Demand Assessment, Business Model Design and Preparation of RFP for Distributed Solar, Mini-Grid, Off-Grid, Rooftop Solar and Solar Water Pumping Projects in Fiji

2. The content of this RFP (27/07/PPIC/2026-ISA) enlists the requirements of the International Solar Alliance. It includes the terms which details out all that may be needed by the potential participants to understand the terms and the process and explain the contractual terms that the International Solar Alliance wishes to specify at this stage.

3. The selection of agency/consortiums through this RFP/tendering will be carried out based on the technical and financial proposal in accordance with the terms and conditions put forward by ISA. ISA is not bound to select any of the organizations submitting the proposals and reserves the right of rejection of any or all proposals without assigning any reason(s) thereof.

4. The technical and financial proposal, as per the requirements detailed in later sections may be submitted in a PDF format to procurement@isa.int before 17.08.2026, by 11:00 PM (IST) addressed to: Procurement, International Solar Alliance (ISA) at procurement@isa.int with subject line "RFP For Hiring of Agency for Demand Assessment, Business Model Design and Preparation of RFP for Distributed Solar, Mini-Grid, Off-Grid, Rooftop Solar and Solar Water Pumping Projects in Fiji".

Important dates, amounts and other details pertaining to this RFP Notice including submission and opening of proposal, address for communication, etc., are given in the table below:

S.No	Particulars	Date	Time
a)	Commencement of downloading of this RFP	20.07.2026	ISA Website
b)	Pre-Bid Meeting Date	03.08.2026	8:00 AM (IST) https://teams.microsoft.com/meet/42510305377090?p=ZZRGGQgmYVMhnSIAiD
c)	Last date for Submission of query through e-mail: procurement@isa.int	05.08.2026	05:00 PM (IST)

d)	Last date for receipt of documents as per RFP	17.08.2026	11:00 PM (IST) to be submitted to procurement@isa.int

Contents

Section 1. Letter of Invitation

The International Solar Alliance (ISA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- 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
    - Form A: Technical Proposal Submission Form
    - Form B: Bidder Information Form
    - Form C: Joint Venture/Consortium/Association Information Form (Not Applicable)
    - Form D: Qualification Form
    - Form E: Format of Technical Proposal
    - Form F: Financial Proposal Submission Form
    - Form G: Financial Proposal Form
- Section 7: Draft Contract Agreement

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

Please acknowledge receipt of this RFP by sending an email to procurement@isa.int, indicating whether you intend to submit a Proposal or otherwise. You may send the Technical Proposal and the Financial Proposal files separately. The financial proposal shall be encrypted with password and clearly labelled. Any Amendments to the RFP will be notified on ISA Website. Should you require further clarification, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

ISA looks forward to receiving your Proposal and thank you in advance for your interest in ISA procurement opportunities.

Issued by: Procurement Unit

Name: Vishal Pratap
Date: 20/07/2026

Section 2. Instructions to Bidders

GENERAL PROVISIONS		
1. Introduction	1.1	Bidders shall adhere to all the requirements of this RFP, including any amendments in Writing by ISA.
	1.2	Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFP.
2. Fraud & Corruption, Gifts and Hospitality	2.1	ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.
	2.2	Bidders/vendors shall not offer gifts or hospitality of any kind to ISA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3	In pursuance of this policy, ISA (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, 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 ISA contract.
	2.4	All Bidders must adhere to the ISA Supplier Code of Conduct, which may be found at ISA_Supplier_Code_of_Conducts.pdf
3. Eligibility	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 ISA whether they are subject to any sanction or temporary suspension imposed by these organizations.
	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 ISA.
4. Conflict of Interests	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: a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by ISA 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of ISA. 4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to ISA, and seek ISA' s confirmation on whether or not such a conflict exists. The ISA shall have the discretion to disqualify or proceed with a bidder where there is a probable conflict of interest subject to further evaluation and review of various factors such as access to sensitive information which may confer unfair advantage as against other bidders. The decision on a probable conflict of interest shall be made in the best interest of the work of the ISA. 4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of ISA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. 4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to ISA'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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
PREPARATION OF PROPOSALS	
5. General Considerations	5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. 5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the ISA

6. Cost of Preparation of Proposal	6.1	The Bidder 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. ISA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Proposal, as well as any and all related correspondence exchanged by the Bidder and ISA, shall be Written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1	The Proposal shall comprise of the following documents: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by BDS; g) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	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 ISA's satisfaction.
10. Technical Proposal Format and Content	10.1	The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	10.2	The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	10.3	Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by ISA, and at no expense to ISA
11. Financial Proposals	11.1	The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.
	11.2	Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
	11.3	Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1	A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.
	12.2	The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.

	12.3 If the Proposal Security amount or its validity period is found to be less than what is required by ISA, ISA shall reject the Proposal. 12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS. 12.5 The Proposal Security may be forfeited by ISA, and the Proposal rejected, in the event of any one or combination, of the following conditions: a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: i. to sign the Contract after ISA has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that ISA may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: a) ISA will convert the currency quoted in the Proposal into the ISA preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that ISA selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, ISA shall reserve the right to award the contract in the currency of ISA's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	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 Proposal, they shall confirm in their Proposal 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 Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. 14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of ISA. 14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein in respect of submitting only one proposal. 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint

	venture in delivering the requirements of the RFP, both in the Proposal 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 ISA. 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. 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 themselves in their presentation of their individual credentials. 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.
15. Only One Proposal	15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture. 15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: h) they have at least one controlling partner, director or shareholder in common; or i) any one of them receive or have received any direct or indirect subsidy from the other/s; or j) they have the same legal representative for purposes of this RFP; or k) 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 Proposal of, another Bidder regarding this RFP process; l) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or m) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by ISA and rendered non-responsive.

	16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Proposal Validity Period	17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, ISA may request Bidders 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. 17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. 17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	18.1 Bidders may request clarifications on any of the RFP 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 ISA staff member, ISA shall have no obligation to respond or confirm that the query was officially received. 18.2 ISA will provide the responses to clarifications through the method specified in the BDS. 18.3 ISA shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of ISA to extend the submission date of the Proposals, unless ISA deems that such an extension is justified and necessary.
19. Amendment of Proposals	19.1 At any time prior to the deadline of Proposal submission, ISA may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders. 19.2 If the amendment is substantial, ISA may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. ISA shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, ISA reserves the right to award a contract based on an alternative proposal. 20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”

21. Pre-Bid Conference	21.1 When appropriate, a Bidder's 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 sent to all the participants of the pre-bid conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS. 22.2 The Proposal 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 Proposal. 22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the ISA General Contract Terms and Conditions. ISA_GTBs.pdf
23. Email Submission	23.1 Email submission, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with password and clearly labeled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of ISA. ISA will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
24. Deadline for Submission of Proposals and Late Proposals	24.1 Complete Proposals must be received by ISA in the manner, and no later than the date and time, specified in the BDS. ISA shall only recognize the date and time that the bid was received by ISA 24.2 ISA shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
25. Withdrawal, Substitution, and Modification of	25.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission. 25.2 Manual and Email submissions: A bidder may withdraw, substitute or

Proposals	modify its Proposal by sending a written notice to ISA, 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, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION" 25.3 Proposals requested to be withdrawn shall be returned unopened to the Bidders, only for manual submissions. For online submissions, bids will be disregarded by ISA.
26. Proposal Opening	26.1 There is no public bid opening for RFPs. ISA shall open the Proposals in the presence of an ad-hoc committee formed by ISA, consisting of at least two (2) members.
EVALUATION OF PROPOSALS	
27. Confidentiality	27.1 Information relating to the examination, evaluation, and comparison of Proposals, 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. 27.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence ISA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at ISA's decision, result in the rejection of its Proposal and may be subject to the application of prevailing ISA vendor sanctions procedures.
28. Evaluation of Proposals	28.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. ISA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. 28.2 Evaluation of proposals is made of the following steps: • Preliminary Examination • Minimum Eligibility and Qualification (if pre-qualification is not done) • Evaluation of Technical Proposals • Evaluation of Financial Proposals
29. Preliminary Examination	29.1 ISA shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. ISA reserves the right to reject any Proposal at this stage.
30. Evaluation of Eligibility and Qualification	1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).

	2. In general terms, vendors that meet the following criteria may be considered qualified: i. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers. ii. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, iii. They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; iv. They are able to comply fully with ISA General Terms and Conditions of Contract; v. They do not have a consistent history of court/arbitral award decisions against the Bidder; and vi. They have a record of timely and satisfactory performance with their clients. vii. The consulting firm should provide credentials, through adequate references or documentation, their current local presence in the ISA focus regions. Past experience of working with ISA and/or with multilateral/international organizations will be an added advantage.
31. Evaluation of Technical and Financial Proposals	31.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, ISA may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required. 31.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals submissions, ISA will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive. 31.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score. 31.4 When the BDS specifies a combined scoring method, the formula for the

	rating of the Proposals will be as follows: Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%/100) + (FP Rating) x (Weight of FP, e.g., 30%/100)
32. Due Diligence	32.1 ISA reserves the right to undertake a due diligence exercise, also called post qualification, 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: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; 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; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that ISA may deem appropriate, at any stage within the selection process, prior to awarding the contract.
33. Clarification of Proposals	33.1 To assist in the examination, evaluation and comparison of Proposals, ISA may, at its discretion, ask any Bidder for a clarification of its Proposal. 33.2 ISA's request for clarification and the response shall be in writing and 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 ISA in the evaluation of the Proposals, in accordance with RFP. 33.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by ISA, shall not be

	considered during the review and evaluation of the Proposals.
34. Responsiveness of Proposal	34.1 ISA's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. 34.2 If a Proposal is not substantially responsive, it shall be rejected by ISA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
35. Nonconformities, Reparable Errors and Omissions	35.1 Provided that a Proposal is substantially responsive, ISA may waive any non-conformities or omissions in the Proposal that, in the opinion of ISA, do not constitute a material deviation. 35.2 ISA may request the Bidder 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 Bidder to comply with the request may result in the rejection of its Proposal. 35.3 For Financial Proposal that has been opened, ISA shall check and correct arithmetical errors as follows: 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 ISA 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; 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 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. 35.4 If the Bidder does not accept the correction of errors made by ISA, its Proposal shall be rejected.
AWARD OF CONTRACT	
36. Right to Accept, Reject, Any or All Proposals	36.1 ISA reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for ISA's action. ISA shall not be obliged to award the contract to the lowest priced offer.

37. Award Criteria	37.1 Prior to expiration of the proposal validity, ISA shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, ISA reserves the right to vary the quantity of services and/or goods, 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.
39. Contract	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to ISA. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, ISA may award the Contract to the Second Ranked Bidder or call for new Proposals. 39.2 If the performance, availability, or domain competence of any proposed or deployed team member is found unsatisfactory, ISA may require replacement of such team member. The Consultant shall provide a replacement, acceptable to ISA, within seven (7) days of receiving written notice from ISA. Failure to provide such replacement within the prescribed period shall constitute a ground for termination for cause by ISA.
40. Performance Security	40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS. Within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by ISA shall be a condition for rendering the contract effective.
41. Bank Guarantee for Advanced Payment	41.1 Except when the interests of ISA so require, it is ISA's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per 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.
42. Liquidated Damages	42.1 If specified in BDS, ISA shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
43. Payment Provisions	43.1 Payment shall be made only upon ISA's written acceptance of the work satisfactorily performed in accordance with the Contract. Subject to such acceptance, payment shall be effected within thirty (30) days from the later of: (i) receipt of a valid invoice from the Contractor through the authorised channel. 43.2 Notwithstanding, anything in this section, the contract or any other document, ISA may withhold up to ten percent (10%) of any disputed invoice amount corresponding to unresolved deficiencies until such deficiencies are cured.
44. Termination for	44.1 If due to any decision of ISA, its governing body, donor, funding partner, or

Convenience Payment	any external governmental or institutional circumstance, the assignment is dropped/terminated, suspended, or curtailed for reasons not attributable to Vendor default. The vendor shall be entitled solely to:(a) payments due against deliverables already accepted; (b) invoices already validly raised in accordance with the payment terms; (c) where ISA specifically requires handover of partly completed work, reasonable pro-rata value of demonstrably usable work up to the date of discontinuance, as determined by ISA acting reasonably; (d) reimbursement of any priorly approved, documented, and non-cancellable commitments expressly authorised by ISA and incurred by the vendor in direct performance of the Contract before the date of termination. The payment set out in this Clause shall constitute the vendor's sole and exclusive remedy arising from such termination, suspension, or discontinuance. 44.2 No loss of profit, opportunity cost, idle charges, demobilization premium, or consequential damages shall be admissible.
45. Non-offloading of Core Analytical Work	45.1 The Consultant shall maintain strict confidentiality concerning the affairs of ISA and shall ensure continued availability of the identified personnel and core institutional resources necessary to meet the obligations of the assignment. The Consultant shall not substitute its institutional responsibility by off-loading the core analytical, drafting, modelling, or quality-assurance work to unnamed external individuals or ad hoc consultants not disclosed to ISA and approved in accordance with the Contract.
46. *Confidentiality and Restricted Use*	46.1 The Consultant shall not use ISA confidential information, reports, datasets or draft outputs for any other client, publication or marketing purpose without prior written approval of ISA.
47. Other Provisions	47.1 ISA may withdraw the RFP at any time by providing written notice to the bidder in any case in which the mandate of ISA applicable to the performance of the Contract or the funding of ISA applicable to the RFP is curtailed or terminated, whether in whole or in part. 47.2 The ISA is striving to achieve gender parity in all its activities. In this regard, female-owned organizations and/or teams with significant gender diversity are strongly encouraged to submit a proposal. 47.3 The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA strives to engage with organizations and/or teams that reflect its geographical representation and diversity.

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	August 03, 2026, 8:00 AM – 8:30 AM (IST) Pre-Bid Meeting Link: https://teams.microsoft.com/meet/42510305377090?p=ZZRGGQgmYVMhnSIAiD
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: a. Where the contractor fails to fulfill the performance of the deliverables in accordance with the specified timelines in the approved strategy document or b. Where there is non-satisfactory performance of the contract in line with the contract terms,

			the contractor shall be liable to pay ISA the liquidated damages of a daily charge of 1% (one percent) of the total contract sum, for each day of the daily occurrence, up to a maximum amount of 15% (fifteen percent) of the contract sum; which surcharge is deductible from the vendor's outstanding invoices. Provided that ISA may the event of the contractor's default or failure to meet a timeline issue a Notice of Breach as a warning of first instance; and in the second instance terminate the contract; and the invoice due shall be calculated on a pro-rata basis following the provision of this section.
9	40	Performance Security	Within fifteen (15) days of issuance of Letter of Award, the successful Bidder shall furnish a Contract Performance Security equal to **Ten percent (10%)** of the contract price in the form of an unconditional bank guarantee or such other form acceptable to ISA. Failure to furnish the same may result in cancellation of award and forfeiture of EMD.
10	18	Currency of Proposal	**US Dollars/Indian Rupees** For companies registered in India, the payment will be made in **INR**, and the applicable exchange rate will be **locked as per the UN Operational Rates of Exchange** on the **date of bid submission**. Reference: https://treasury.un.org/operationalrates/OperationalRates.php
11	31	Deadline for submitting requests for clarifications/ questions	August 05, 2026, 5:00 PM (IST)
12	31	Contact Details for submitting clarifications/questions	Focal Person in ISA: Procurement Unit E-mail: procurement@isa.int Address: International Solar Alliance, 3rd Floor, Surya Bhawan, NISE Campus, Gwal Pahari, Gurugram, Haryana - 122003, India
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email E-mail: procurement@isa.int

14	23	Deadline of Submission	**August 17, 2026 – 11:00 PM** (Indian Standard Time)
14	22	Allowable Manner of Submitting Proposals	☐ **Submission by email**
15	22	Proposal Submission Address	E-mail: procurement@isa.int
16	22	Electronic submission (email) requirements	▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal must not be provided to ISA until requested by ISA ▪ Max. File Size per transmission: 5 MB
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	**September, 2026**
19		Maximum expected duration of contract	The project deliverables shall be completed within **Twenty Weeks** from the commencement of the contract. The timeframe may be modified on the basis of mutual consultation between the agency and ISA, however, all deliverables should be completed within the contract duration. All deliverables should be formatted and submitted in ready-to-use/print formats.
20	35	ISA will award the contract to:	One Proposer only
21	39	Type of Contract	Services contract
22		Draft Contract Agreement	Bidders must review the Draft Contract Agreement at Section 7 in full. Acceptance of contract terms is a condition of bid submission. Proposed deviations, if any, must be submitted in writing by the clarification deadline
23		Other Information Related to the RFP	*[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]*

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. JV/Consortium/Sub-contract is allowed under this contract	Form B: Bidder Information Form Form C: JV Form
Eligibility	Bidder 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: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, 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: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts[1]	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

[1] Non-performance, as decided by ISA, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or

<table>
<tr><td>Litigation History</td><td>No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.</td><td>Form D: Qualification Form</td></tr>
<tr><td>Previous Experience</td><td>
<table>
<tr><th>S.No.</th><th>Criteria</th><th>Documents required</th></tr>
<tr><td>1.</td><td>Bidder should have successfully completed at least 3 assignments in the nature of feasibility studies, business case development, or techno-economic assessments for renewable energy, solar-powered irrigation, agri-voltaic, or productive-use solar applications during the last 10 years, each with a minimum contract value of USD 50,000.</td><td>Provide Proof</td></tr>
<tr><td>2.</td><td>Bidder should have completed at least 1 assignment involving grid-connected and/or off-grid solar water pumping, agri-voltaic feasibility, or renewable-energy business case development in Sub-Saharan Africa or a comparable emerging-market/developing-country context.</td><td>Provide Proof</td></tr>
<tr><td>3.</td><td>Bidder should have completed at least 1 assignment for an international/intergovernmental organisation, multilateral development bank, bilateral development partner, or national government ministry/agency in the energy or agriculture sector.</td><td>Provide Proof</td></tr>
<tr><td></td><td></td><td></td></tr>
</table>
</td><td>Form D: Qualification Form (Previous Relevant Experience)</td></tr>
<tr><td>Financial Standing</td><td>The Bidder shall have Minimum Average Annual Turnover of USD Hundred Thousand or equivalent in a freely convertible currency during the last Three Financial Years. For the avoidance of any doubt, Minimum Average Annual Turnover refers to the fee received by Bidder for providing advisory or consultancy services to its clients.

The Bidder should have positive Net Worth for at least Three Financial Years out of the last Five Financial Years. Bidder may meet the financial requirement referred to above through its parent / affiliate company, provided legally admissible documentary support acceptable to ISA is submitted.</td><td>Form D: Qualification Form</td></tr>
</table>

litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	Documentary proof in support of turnover and net worth shall be submitted in the form of a certificate certified by Chartered Accountant / Statutory Auditor along with copies of audited annual accounts for the relevant years. ISA reserves the right to waive minor deviations that do not materially affect the capability of the Bidder to perform the contract.	
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability	Form D: Qualification Form

<u>Technical Proposal of Bidders who passes the minimum eligibility criteria will only be evaluated.</u>

Technical Proposal Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience	300
2.	Proposed Methodology, Approach, and Implementation Plan	500
3.	Management Structure, Key Personnel and Academic Qualifications	200
	Total	**1000**

Definition	Similar work/assignment: "Experience in the areas outlined in Section 4	

Section 1. Bidder's qualification, capacity, and experience		Points obtainable
1.1	The Bidder should have completed assignments during the last seven years involving demand assessment, feasibility studies, techno-economic assessment, market assessment, or investment planning for distributed renewable energy projects, including mini-grids, off-grid solar, rooftop solar, institutional/commercial solar, solar-battery hybrid systems, productive-use solar, or solar water pumping: • 3 completed assignments: 50 marks • 4 to 6 completed assignments: 75 marks • More than 6 completed assignments: 100 marks Marks shall be awarded based on completed assignments supported by completion certificates, client certificates, signed contracts with completion evidence, final reports accepted by the client, or equivalent documentary proof.	100
1.2	The Bidder should have completed assignments during the last seven years involving project packaging, business model design, transaction structuring, private sector participation, PPP/IPP/RESCO/BOOT model assessment, tariff/revenue model analysis, risk allocation, payment security, subsidy or viability gap funding assessment for renewable energy or distributed solar projects: • 2 completed assignments: 60 marks • 3 to 4 completed assignments: 95 marks	125

	• More than 4 completed assignments: 125 marks Marks shall be awarded based on assignments that demonstrate preparation of bankable project opportunities, commercial structures, or transaction design outputs supported by client certificates, completion certificates, accepted reports, signed contracts with completion evidence, or equivalent documentary proof.	
1.3	The Bidder should have completed assignments during the last seven years involving policy, regulatory, tariff, licensing, grid-interconnection, net-metering/net-billing, storage, mini-grid concession, consumer protection, or RFP/bid document preparation for distributed renewable energy or solar projects: • 1 completed assignment in one country: 40 marks • 20 marks for each additional country with at least one completed relevant assignment, up to a maximum of 60 additional marks Maximum marks under this sub-criterion: 75 marks. At least one qualifying assignment should demonstrate preparation of procurement documents, RFPs, bid evaluation frameworks, draft agreements, or regulatory recommendations for private sector participation. Marks shall be supported by client certificates, completion certificates, accepted reports, signed contracts with completion evidence, or equivalent documentary proof.	75
Total Section 1		**300**

Bidder shall submit documentary proof/copy of the orders of relevant assignments/ Self certification with proof by the authorized signatory of the bidder for each assignment for the purpose of technical evaluation.

Section 2. Proposed Methodology, Approach and Implementation Plan		**Points obtainable**
2.1	Understanding of assignment, technical approach and financial modelling. Assessment of bidder's understanding of Fiji's distributed solar, mini-grid, off-grid, rooftop solar and solar water pumping needs, including demand assessment, site screening, technology options, implementation risks, and bankable business/commercial models.	300
2.2	Field methodology, implementation plan and quality assurance. Assessment of the bidder's approach to field validation, stakeholder consultations, data verification, site prioritisation and phased implementation planning for Fiji's distributed solar, mini-grid, off-grid, rooftop solar and solar water pumping opportunities. The proposal should include a realistic work plan, risk management approach, quality assurance process and clear pathway to procurement-ready RFP packages.	200
	Total Section 2	**500**

Section 3. Management Structure, Key Personnel and Academic Qualifications		Points obtainable
3.1	Team Structure and Composition Bidder should propose a complete multidisciplinary team covering renewable energy, distributed solar, mini-grid/off-grid, rooftop solar, solar water pumping, financial modelling, business models, procurement/RFP preparation and local coordination. Each expert should hold a relevant bachelor's or higher degree. Previous experience in Fiji, Pacific Island Countries or comparable island/developing-country contexts is desirable.	40
3.2	Team Leader / Renewable Energy and Business Model Expert Team Leader should have a bachelor's or higher degree in engineering, energy, economics, finance, business, public policy or related field, with at least 10 years' experience in renewable energy project preparation, feasibility studies, business model design or transaction structuring. Experience leading similar assignments and working with government, utilities or development partners is required. Pacific/island-region experience is desirable.	50
3.3	Core Technical and Analytical Experts Core experts should have bachelor's or higher degrees in relevant fields and at least 7–10 years' experience in solar PV, mini-grid/off-grid systems, rooftop solar, solar water pumping, demand assessment, financial modelling, tariff/subsidy analysis or business model design. Pacific Island or comparable developing-country experience is desirable.	80
3.4	Local Field Coordinator and O&M / After-Sales Ecosystem Expert Local/O&M experts should have a relevant degree, diploma or technical qualification and experience in field coordination, stakeholder consultation, data collection, solar PV/O&M, installer networks, spare parts, warranties and after-sales support. Experience in Fiji, Pacific Island Countries or comparable island contexts is desirable.	30
	Total Section 3	**200**

Kindly provide against each point the reference page number where narration/proof of the response to the point is provided in the bid.

Section 5. Terms of Reference

1. Background

Fiji's electricity sector has a unique island geography, with a mix of grid-connected demand in main urban centres such as Suva, Nadi and other towns, and dispersed electricity demand across outer islands, rural settlements and maritime communities. While Fiji has substantial renewable energy resources, parts of the country continue to depend on diesel-based generation, standalone diesel community generators, or lack reliable access to electricity.

The Government of Fiji has adopted the **National Energy Policy 2023–2030**, which seeks to strengthen energy security, achieve universal and equitable access to energy services, harness sustainable energy sources, improve energy efficiency and strengthen sector institutions. Fiji remains dependent on imported fossil fuels in parts of its energy system, including thermal power used to supplement renewable generation.

Fiji's policy direction also aims to accelerate rural and outer-island electrification. The Fiji Rural Electrification Fund is intended to attract private sector investment for clean and affordable electricity in outer and rural communities not served by the main grid, and to replace more than **2,500 diesel village community generators**. A recent feasibility effort supported by USTDA, ASU, GGGI, COMET, FREF and UNDP assessed **300 isolated communities** and prioritised **75 locations** for more detailed engagement, system design and business model review.

At the same time, Fiji has a growing opportunity for **grid-connected distributed solar**, especially rooftop solar on households, public buildings, commercial buildings, schools, hospitals, warehouses, tourism facilities and institutional campuses. However, the enabling environment for net metering/net billing, distributed energy resources and self-supply requires careful review. IRENA's 2026 legislative and regulatory assessment notes that affordability of solar home systems and the enabling environment for net metering remain challenges, while private sector participation in generation remains limited.

The Renewable Energy Investment Plan for Fiji identifies the need for legal and regulatory reforms, competitive procurement of renewable energy generation, facilitation of grid access, net metering/net billing for rooftop solar and other distributed generation, and recognition of storage as a sector activity.

The International Solar Alliance therefore proposes to support Fiji in carrying out a structured **demand assessment and project packaging exercise**, followed by preparation of an **RFP for inviting private sector developers/investors** to develop commercially viable solar- mini-grid, off-grid, rooftop and solar water pumping projects.

2. Purpose of the Assignment

The purpose of this assignment is to engage a consulting agency to:

1. Assess electricity demand and solarisation potential across selected Fijian islands, rural communities, grid-connected consumers and irrigation/agriculture use cases.

2. Identify and package bankable project opportunities for private sector participation, including solar mini-grids, off-grid solar systems, solar-battery hybrid systems, rooftop solar, institutional solar, commercial and industrial solar, and solar water pumping.

3. Evaluate suitable business models for private sector implementation, including IPP, RESCO, BOOT, community-service company, utility-linked, anchor-load, pay-as-you-go and public-private partnership models.

4. Identify policy, regulatory, tariff, licensing, grid-interconnection, net-metering/net-billing and institutional changes needed to enable implementation.

5. Prepare an investor-ready RFP package, including qualification criteria, project scope, technical requirements, commercial structure, draft agreements and bid evaluation framework.

3. Objectives of the Assignment

The specific objectives are to:

A. Demand and Market Assessment

Assess demand for electricity and solar applications under the following categories:

Segment	Indicative Scope
Outer-island and rural communities	Mini-grids, solar-battery hybrid systems, replacement of diesel generators
Off-grid households and settlements	Solar home systems, DC microgrids, productive-use energy systems
Grid-connected rooftop solar	Residential, commercial, institutional, government buildings
Institutional loads	Schools, hospitals, health centres, government buildings, community facilities
Commercial and industrial loads	Hotels, warehouses, cold storage, fisheries, tourism assets, agro-processing units
Agriculture and irrigation	Solar water pumps, community irrigation pumps, productive-use solar systems
Public infrastructure	Water supply systems, telecom towers, ports, jetties, street lighting, public service facilities

B. Project Packaging

Develop a pipeline of projects that can be offered to private investors/developers through one or more RFP packages.

C. Business Model and Transaction Design

Assess implementation models, revenue models, risk allocation, payment security options, tariff frameworks, subsidy/grant needs and viability gap funding requirements.

D. Regulatory and Policy Review

Identify reforms or clarifications needed for private sector participation, including IPP licensing, retail supply, mini-grid concessions, net metering/net billing, wheeling, tariffs, grid interconnection, storage recognition and consumer protection.

E. RFP Preparation

Prepare complete RFP documents to invite private sector participation for the identified project packages.

4. Scope of Work

The consulting agency shall undertake the following workstreams.

Workstream 1: Inception, Stakeholder Mapping and Work Plan

The consultant shall:

1. Hold inception meetings with ISA, Government of Fiji, Department of Energy, Energy Fiji Limited, Fiji Competition and Consumer Commission, agriculture/water agencies, municipal bodies and other relevant stakeholders.

2. Prepare a stakeholder map covering:
    - Government agencies
    - Utility and regulator
    - Rural electrification entities
    - Island/community representatives
    - Agriculture and irrigation departments
    - Hotels, commercial users and institutional consumers
    - Banks/MFIs/DFIs
    - Solar developers, EPC companies and O&M providers
    - Community organisations and women/youth groups

3. Finalise:
    - Survey methodology
    - Site-selection criteria
    - Demand categories
    - Data collection formats
    - Sampling approach
    - Stakeholder consultation plan
    - Timeline and deliverable schedule

Deliverable 1: Inception Report including methodology, work plan, survey tools, stakeholder engagement plan and data request list.

Workstream 2: Baseline Energy Sector and Policy Review (Desktop Study from secondary sources and basis stakeholder consultation during workistream-1)

The consultant shall review the current electricity and renewable energy ecosystem in Fiji, including:

1. National Energy Policy 2023–2030.
2. Electricity Act, licensing framework and role of EFL, FCCC and relevant ministries.
3. Existing rural electrification programmes, including FREF and donor-supported programmes.
4. Existing diesel-based community systems, off-grid assets and solar home system programmes.
5. Grid-connected renewable energy procurement and IPP arrangements.

6. Net metering, net billing, rooftop solar rules, interconnection procedures and tariff treatment.
7. Tariff structure for residential, commercial, institutional and industrial consumers.
8. Existing or proposed two-part tariffs, fixed charges, rooftop solar compensation and grid-cost recovery principles.
9. Treatment of battery energy storage, mini-grids and off-grid operators under law and regulation.
10. Applicable land, environmental, social, community-consent, maritime access and construction permitting requirements.

The consultant shall also identify existing gaps.

Deliverable 2: Baseline Energy Sector, Policy and Regulatory Review Report.

Workstream 3: Demand Assessment for Outer Islands, Rural Areas and Off-Grid Communities

The consultant shall assess electricity demand in unelectrified, under-electrified and diesel-dependent islands/communities.

3.1 Community and Household Demand

For selected communities, the consultant shall collect and estimate:

1. Number of households.
2. Current electricity access status.
3. Existing diesel generator capacity, operating hours, fuel use and cost.
4. Current monthly household energy expenditure.
5. Current appliances and expected future appliance demand.
6. Willingness and ability to pay.
7. Productive-use potential.
8. Community facilities requiring electricity.
9. Seasonal demand variations.
10. Gender and livelihood-linked energy needs.

3.2 Institutional and Public Service Demand

Assess loads from:

1. Schools.
2. Health centres.
3. Community halls.
4. Water supply systems.
5. Telecom towers.
6. Government offices.

7. Fisheries/ice-making facilities.
8. Cold storage.
9. Public lighting.
10. Port/jetty-related facilities.

3.3 Productive-Use Demand
Assess solar-linked productive uses such as:
1. Fisheries cold chains.
2. Ice making.
3. Coconut processing.
4. Agro-processing.
5. Water pumping.
6. Small shops and microenterprises.
7. Tourism-related livelihood activities.
8. Digital services and charging stations.

3.4 Demand Forecasting
Develop 10–15 year demand forecasts under:
1. Base case.
2. Productive-use growth case.
3. High-economic-activity case.
4. Climate-resilience/emergency-load case.

Deliverable 3: Outer Island, Rural and Off-Grid Demand Assessment Report, including site-level demand profiles and load curves.

Workstream 4: Grid-Connected Rooftop Solar and Distributed Solar Assessment
The consultant shall assess the technical and commercial potential of rooftop solar and distributed solar in grid-connected areas, including Suva, Nadi and other suitable locations.

4.1 Consumer Segmentation
Assess rooftop solar potential across:
1. Residential consumers.
2. Government buildings.
3. Schools and universities.
4. Hospitals and health facilities.
5. Commercial buildings.
6. Hotels and resorts.

7. Warehouses and logistics facilities.
8. Industrial units.
9. Religious and community institutions.
10. Municipal buildings.

4.2 Data Collection

For representative buildings and consumer categories, collect:

1. Monthly electricity consumption.
2. Tariff category.
3. Roof area.
4. Roof ownership status.
5. Structural suitability.
6. Shading and orientation.
7. Existing backup systems.
8. Maximum demand, where available.
9. Daytime load ratio.
10. Existing DG use, if any.
11. Willingness to adopt CAPEX/RESCO/OPEX models.
12. Net metering/net billing eligibility and constraints.

4.3 Technical Assessment

Estimate:

1. Rooftop solar capacity potential.
2. Annual energy generation.
3. Self-consumption ratio.
4. Export potential.
5. Battery storage need, if applicable.
6. Grid hosting capacity.
7. Interconnection constraints.
8. Transformer/feeder-level limitations.
9. Need for smart meters or bidirectional meters.

4.4 Commercial Assessment

Assess consumer economics under:

1. CAPEX ownership.
2. Third-party RESCO/OPEX model.
3. Net metering.
4. Net billing.
5. Gross metering.
6. Behind-the-meter self-consumption.
7. Solar plus storage.
8. Group/campus-level solar.
9. Public building aggregation model.

The consultant shall explicitly analyse the issue that net-metering or net-billing export compensation may be lower than the retail purchase tariff, and therefore project economics may depend on high self-consumption, tariff design, daytime loads and battery/storage economics.

Deliverable 4: Grid-Connected Rooftop and Distributed Solar Potential Assessment Report.

Workstream 5: Solar Water Pumping and Irrigation Demand Assessment

The consultant shall assess the potential for solar water pumping for agriculture, livestock, community water supply and irrigation.

5.1 Demand Assessment

Collect and analyse:

1. Irrigated and rain-fed agricultural areas.
2. Crop patterns.
3. Water requirement by crop.
4. Existing irrigation methods.
5. Current diesel/electric pump usage.
6. Pump sizes and operating hours.
7. Fuel/electricity cost.
8. Farmer groups/cooperatives.
9. Willingness to pay.
10. Seasonal water demand.
11. Surface water and groundwater availability.
12. Water rights and extraction permissions.
13. Potential for community irrigation schemes.

5.2 Technical Assessment
Recommend standard solar pump packages based on:

1. Pump capacity.
2. Total dynamic head.
3. Daily water discharge.
4. Solar PV capacity.
5. Controller/inverter specifications.
6. Storage tank requirement.
7. Drip/sprinkler compatibility.
8. Community versus individual pump models.
9. Remote monitoring.
10. O&M requirements.

5.3 Business Models
Evaluate:

1. Farmer-owned CAPEX model.
2. Subsidised solar pump model.
3. Pay-as-you-go model.
4. Community irrigation service model.
5. Water-as-a-service model.
6. Cooperative-owned model.
7. MFI/Bank-financed model.
8. Private developer-owned irrigation service model.

Deliverable 5: Solar Water Pumping and Irrigation Solarisation Assessment Report.
Workstream 6: Resource Assessment, Technology Options and System Design
The consultant shall carry out technical assessments for each project category.
6.1 Solar Resource and Site Screening
Assess:

1. Solar irradiation.
2. Land/roof availability.
3. Cyclone and wind exposure.
4. Flood and coastal vulnerability.
5. Salt mist/corrosion risks.

6. Logistics and transport constraints.

7. Local construction conditions.

8. Environmental and social risks.

6.2 Technology Options

Assess appropriate technology configurations:

Use Case	Possible Technology
Remote island communities	Solar PV + BESS mini-grid
Very small settlements	Solar home systems / DC microgrids
Institutional loads	Rooftop or ground-mounted solar + BESS
Grid-connected buildings	Rooftop solar, with or without storage
Productive-use clusters	Solar mini-grid + anchor load
Irrigation	Solar pumps, community pumps, water-as-a-service
Commercial consumers	Behind-the-meter solar, RESCO model
Critical facilities	Solar + storage + resilient backup

6.3 Preliminary System Sizing

For each prioritised site/project package, estimate:

1. PV capacity.

2. Battery capacity.

3. Inverter capacity.

4. Expected annual generation.

5. Demand served.

6. Renewable energy fraction.

7. CO_2 and diesel savings.

8. CAPEX and OPEX.

9. LCOE or levelised service cost.

Deliverable 6: Technical Options and Preliminary System Design Report.

Workstream 7: Business Model, Financial Viability Screening, and Commercial benchmarking

The consultant shall develop and compare business models for private sector participation.

7.1 Business Models to be Evaluated

The consultant shall evaluate at least the following:

Model	Description	Relevant Segment
IPP with PPA to EFL	Developer sells power to utility	Grid-connected solar, utility-scale distributed solar
Mini-grid concession	Developer builds, owns and operates local grid	Outer islands/rural communities
RESCO/OPEX rooftop model	Developer owns rooftop system, consumer pays tariff	Commercial, institutional, government rooftops
CAPEX rooftop model	Consumer owns system	Residential/commercial

BOOT model	Developer builds, operates, transfers after concession	Public/institutional assets
Community energy service company	Community participates in ownership/governance	Rural mini-grids
Anchor-load model	Anchor customer improves bankability	Telecom, cold storage, hotels, public facilities
PAYGo/off-grid model	Consumers pay periodically for solar home systems	Off-grid households
Water-as-a-service	Developer owns solar pump, farmers pay for water	Irrigation
Hybrid grant + private investment model	Grant reduces viability gap	Remote, low-income or high-logistics-cost sites

7.2 Financial Viability Screening and Commercial Benchmarking

The consultant shall prepare **indicative financial viability screening models** for representative project archetypes and proposed project packages.

The financial screening shall include indicative ranges for CAPEX, OPEX, replacement cost, tariff/service charge, grant/VGF requirement and sensitivity to key variables such as demand growth, logistics cost, diesel price, battery replacement, collection efficiency, financing cost and cyclone-resilience requirements.

The consultant shall clearly state that such models are **not intended to prescribe final tariffs, final project costs or final developer returns**, and that bidders shall be responsible for undertaking their own site-level due diligence and submitting their own commercial bids.

7.3 Payment Security and Risk Mitigation

Assess:

1. Escrow account.
2. Government payment support.
3. Community collection mechanism.
4. Prepaid meters.
5. Smart meters.
6. Anchor customer offtake.
7. Partial risk guarantee.
8. Insurance.
9. Reserve fund.
10. Grant-funded connection support for vulnerable households.

Deliverable 7: Business Model, Commercial Structuring and Indicative Viability Benchmarking Report, including archetype-based financial screening models for RFP design and bid evaluation support.

Workstream 8: Regulatory, Policy and Institutional Recommendations

The consultant shall identify reforms or clarifications required to enable implementation.

8.1 Areas for Review

1. IPP licensing.

2. EFL's role as single buyer.
3. Ability of private developers to sell directly to communities or retail consumers.
4. Mini-grid licensing and concessions.
5. Tariff approval for mini-grids.
6. Net metering/net billing rules.
7. Rooftop solar interconnection standards.
8. Battery storage recognition.
9. Standards for solar home systems.
10. Standards for mini-grids.
11. Consumer protection rules.
12. Dispute resolution.
13. Land and community consent.
14. Environmental approvals.
15. Treatment of public buildings under RESCO/OPEX model.
16. Government payment obligations.
17. Import duties/tax treatment for solar, batteries and pumps.
18. Cyclone-resilient design standards.
19. Grid hosting capacity studies.
20. Standardised PPA or energy service agreement.

8.2 Policy Outputs

The consultant shall prepare:

1. Policy and regulatory gap note.
2. Recommended short-term regulatory clarifications.
3. Medium-term reform roadmap.
4. Draft principles for mini-grid regulation.
5. Draft principles for rooftop solar/net billing.
6. Draft principles for storage regulation.
7. Draft standard PPA/energy service agreement principles.
8. Recommended institutional roles for Government, EFL, FCCC, ISA and private developers.

Deliverable 8: Policy, Regulatory and Institutional Reform Note.

Workstream 9: Project Prioritisation and Packaging

The consultant shall develop a project prioritisation framework.

9.1 Prioritisation Criteria

Projects shall be ranked based on:

1. Demand size.
2. Current cost of electricity.
3. Diesel displacement potential.
4. Willingness and ability to pay.
5. Productive-use potential.
6. Social development impact.
7. Women/youth livelihood impact.
8. Technical feasibility.
9. Logistics feasibility.
10. Climate resilience.
11. Readiness of land/roof/site.
12. Regulatory feasibility.
13. Investor attractiveness.
14. Need for grant/VGF.
15. Replicability.
16. Implementation timeline.

9.2 Project Packaging Options

The consultant shall recommend whether the RFP should be structured as:

1. One national aggregated RFP.
2. Multiple island/region-wise packages.
3. Separate rooftop solar package.
4. Separate mini-grid package.
5. Separate solar pump package.
6. Separate institutional solar package.
7. Pilot phase followed by scale-up phase.
8. Framework empanelment of developers.

9. Competitive tariff bidding.
10. Viability gap funding bidding.
11. Service-level based concession.

Deliverable 9: Project Prioritisation and Packaging Report.

Workstream 10: Preparation of Investor-Ready RFP Documents (Phase-2)

The consultant shall prepare the complete RFP package for selection of private developers/investors.

10.1 RFP Components

The RFP package shall include:

1. Invitation for bids.
2. Instructions to bidders.
3. Project background.
4. Project packages and site details.
5. Eligibility criteria.
6. Technical qualification criteria.
7. Financial qualification criteria.
8. Consortium requirements.
9. Bid security requirements.
10. Performance security requirements.
11. Site visit protocol.
12. Bid submission forms.
13. Technical proposal format.
14. Financial proposal format.
15. Bid evaluation methodology.
16. Draft implementation agreement.
17. Draft PPA or energy service agreement.
18. Draft mini-grid concession agreement, if applicable.
19. Draft rooftop RESCO agreement, if applicable.
20. Draft solar pump service agreement, if applicable.
21. Draft O&M obligations.
22. Service-level standards.

23. Consumer service obligations.
24. Metering and billing framework.
25. Data reporting requirements.
26. Environmental and social safeguard requirements.
27. Community engagement requirements.
28. Local capacity-building requirements.
29. Insurance requirements.
30. Termination provisions.
31. Force majeure provisions.
32. Change-in-law provisions.
33. Payment security mechanism.
34. Dispute resolution framework.
35. Schedule of implementation milestones.

Deliverable 10: Draft RFP Package.
Deliverable 11: Final RFP Package after stakeholder comments.

5. Methodology

The consultant shall adopt a mixed-method approach involving:

1. Desk review of policies, regulations, maps, energy data and previous studies.
2. Stakeholder consultations.
3. Field surveys in selected islands/communities.
4. Household and institutional energy surveys.
5. Rooftop and site assessments.
6. Agriculture and irrigation demand assessment.
7. GIS mapping.
8. Load assessment and demand forecasting.
9. Solar resource assessment.
10. Preliminary technical design.
11. Financial modelling.

12. Regulatory gap analysis.
13. Business model comparison.
14. Market sounding with developers/investors.
15. Preparation of transaction documents.

6. Data to be Collected

The consultant shall collect, compile and validate the following data.

A. Community and Island Data

1. Population.
2. Number of households.
3. Existing electricity access.
4. Diesel generator details.
5. Fuel use and cost.
6. Current tariffs or community payments.
7. Institutional loads.
8. Productive loads.
9. Land availability.
10. Logistics and transport access.
11. Community governance structure.
12. Willingness to pay.

B. Grid and Rooftop Data

1. Consumer category-wise electricity consumption.
2. Tariff schedules.
3. Rooftop area.
4. Building ownership.
5. Structural suitability.
6. Distribution transformer capacity.
7. Feeder loading.
8. Interconnection norms.
9. Metering infrastructure.
10. Net metering/net billing procedures.

C. Agriculture and Water Pumping Data

1. Cropping patterns.
2. Irrigation demand.
3. Existing pump details.
4. Water sources.
5. Pumping head.
6. Farmer group details.
7. Diesel/electricity use.
8. Seasonal water demand.
9. Financing appetite.
10. Market linkage and productive-use potential.

D. Financial and Commercial Data

1. CAPEX benchmarks.
2. O&M cost.
3. Battery cost.
4. Diesel cost.
5. Tariff levels.
6. Collection efficiency.
7. Financing terms.
8. Grant availability.
9. Insurance cost.
10. Logistics cost.

7. Deliverables

No.	Deliverable	Timeline from Contract Signing
1	Inception Report, methodology, survey tools and work plan	2 weeks
2	Baseline Energy Sector, Policy and Regulatory Review	4 weeks
3	Outer Island, Rural and Off-Grid Demand Assessment	8 weeks
4	Grid-Connected Rooftop and Distributed Solar Assessment	9 weeks
5	Solar Water Pumping and Irrigation Assessment	10 weeks
6	Technical Options and Preliminary System Design Report	12 weeks
7	Business Model and Financial Viability Screening, Commercial Benchmarking with Excel models	14 weeks

8	Policy, Regulatory and Institutional Reform Note	15 weeks
9	Project Prioritisation and Packaging Report	16 weeks
10	Draft RFP Package	18 weeks
11	Stakeholder consultation workshop	19 weeks
12	Final RFP Package and Final Assignment Report	20 weeks

Total duration: **approximately 20 weeks**.

8. Key Outputs Expected

The assignment shall produce:

1. Demand assessment database.
2. Site-wise load profiles.
3. Rooftop solar potential database.
4. Solar pump potential database.
5. GIS-based project maps, if data is available.
6. Technology configuration options.
7. Project pipeline.
8. Prioritised project packages.
9. Financial models.
10. Business model comparison matrix.
11. Regulatory reform note.
12. Draft and final RFP documents.
13. Draft contractual templates.
14. Investor presentation.
15. Final report.

9. Team Composition

The consulting agency shall deploy a multidisciplinary team.

Role	**Minimum Qualification / Experience**
Team Leader / Energy Transaction Specialist	15+ years in renewable energy, PPP, IPP procurement or energy transaction advisory
Power Systems / Mini-Grid Expert	10+ years in solar mini-grids, hybrid systems, battery storage and off-grid design
Rooftop Solar / Distributed Energy Expert	Experience in rooftop solar, net metering/net billing, RESCO models
Regulatory and Policy Expert	Experience in electricity regulation, tariffs, IPP frameworks, mini-grid regulation
Financial Modelling Expert	Experience in renewable energy project finance, IRR/DSCR/LCOE modelling

Solar Water Pumping / Agriculture Expert	Experience in irrigation, solar pumps, productive-use energy
Environmental and Social Safeguards Expert	Experience with MDB/DFI safeguards, land, climate and community risk
GIS/Data Analyst	Experience in geospatial energy planning and database development
Local Fiji Coordinator / Field Survey Manager	Strong knowledge of Fiji's institutions, island logistics, local language/context

10. Stakeholder Consultations

The consultant shall consult, at minimum:

1. Department of Energy, Government of Fiji.
2. Energy Fiji Limited.
3. Fiji Competition and Consumer Commission.
4. Fiji Rural Electrification Fund / relevant rural electrification agencies.
5. Ministry/Department responsible for agriculture and irrigation.
6. Ministry/Department responsible for water supply.
7. Local government and provincial administrations.
8. Island/community leaders.
9. Public institutions such as schools and health centres.
10. Hotels, resorts and commercial consumers.
11. Farmer groups/cooperatives.
12. Solar developers and EPC companies.
13. Banks, DFIs, MFIs and donor agencies.
14. Women/youth/community groups.
15. Relevant development partners including UNDP, ADB, GGGI and others, where appropriate.

11. Market Sounding

The consultant shall conduct structured market sounding with potential private developers/investors to test:

1. Interest in Fiji's solar and mini-grid market.
2. Preferred project size.
3. Preferred concession structure.
4. Expected return.
5. Tariff expectations.

6. Grant/VGF need.
7. Risk concerns.
8. Payment security expectations.
9. O&M obligations.
10. Local partnership requirements.
11. Regulatory concerns.
12. Procurement design preferences.

Market sounding shall inform the final RFP structure.

12. Standards and Design Principles

The consultant shall ensure that project designs and RFP requirements reflect:

1. Cyclone-resilient design.
2. Corrosion-resistant equipment for marine environments.
3. Battery safety standards.
4. Remote monitoring.
5. Smart metering.
6. Consumer protection.
7. O&M service-level obligations.
8. Minimum renewable energy fraction.
9. Productive-use enablement.
10. Gender and inclusion considerations.
11. Climate resilience.
12. Affordability.
13. Scalability.
14. Bankability.
15. Replicability across Pacific island contexts.

13. Payment Schedule

Milestone	Payment
Contract signing and approval of inception report	10%
Submission of baseline policy/regulatory review	10%
Completion of demand assessment reports	20%
Submission of technical design and financial viability report	20%

Submission of project packaging and regulatory reform note	15%
Submission of draft RFP package	15%
Final RFP package and final report after stakeholder validation	10%

14. Ownership of Data and Deliverables

All data, reports, models, survey tools, GIS files, RFP documents, contractual templates and other outputs prepared under this assignment shall be the property of ISA.

The consultant shall not use or disclose assignment data without prior written approval.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
▪ [Add other forms as necessary]	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope
(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

Form A: Technical Proposal Submission Form

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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 ISA staff member within the last year, if said ISA staff member has or had prior professional dealings with our firm in his/her capacity as ISA staff member within the last three years of service with the ISA;

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 ISA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ISA and we *embrace the principles of the ISA Supplier Code of Conduct.*

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

We offer to provide services in conformity with the Bidding documents, including the ISA General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

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

Name: ____

Title: ____

Date: ____

Signature: ____

[*Stamp with official stamp of the Bidder*]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UNGM vendor number]
Are you an ISA vendor?	☐ Yes ☐ No
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (*If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a Written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Contact person ISA may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ 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 ▪ 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 in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

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

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

The bid may be submitted by an individual firm or by Joint Venture (JV) / Consortium with one of the members acting as the Lead Member of the JV / Consortium. In case of JV / Consortium, the number of members shall not exceed two (2) and all members shall be jointly and severally liable for the execution of the entire assignment in accordance with the terms and conditions of this RFP. It is 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 ISA.

JV / Consortium must comply with the following requirements:

(i) Lead Member of the Bidding JV shall mean a firm / member who commits at least twenty-six percent (26%) participation in the JV, meets the technical experience requirement under Clause F(II), and is so designated by the other member in the Bidding JV. In case of Consortium, Lead Member would be one who is designated as Lead Member by both members through the Consortium Agreement.

(ii) In case of JV, the bidding JV (also referred to as the Bidder) shall submit a Joint Deed of Undertaking in the Technical Bid. No change in the structure / constitution of the JV shall be permitted at any stage during bidding or execution of the assignment in the event of award, except with prior written consent of ISA;

(iii) The qualifying criteria parameters, such as experience and financial resources of the relevant period, of the individual members of the JV / Consortium may be added together and the total criteria should not be less than that specified in the qualifying / eligibility criteria in this RFP, subject always to the specific requirement that the Lead Member must independently satisfy the technical experience requirement in Clause F(II);

(iv) The pre-qualification of a JV / Consortium shall not necessarily pre-qualify any of its members individually or as a member in any other JV / Consortium or association. In case of dissolution of a JV / Consortium, each constituent firm may pre-qualify individually if it independently meets all qualification requirements, subject to prior written approval of ISA;

(v) The bid submission must include documentary evidence of the relationship between the JV / Consortium members in the form of a JV / Consortium Agreement legally binding all members jointly and severally for the proposed contract and clearly setting out the principles of constitution, operation, responsibilities regarding work and financial arrangements, participation share, and liabilities of each and all firms in the JV / Consortium. Such JV / Consortium Agreement must evidence the commitment of the parties to bid for this assignment and to execute the contract if the bid is successful. The JV/Consortium Agreement shall follow the template given at Section-2.

(vi) One of the members shall be nominated as being in-charge of the contract and shall be designated as the Lead Member. This authorization shall be evidenced by a Power of Attorney (as per the format given in Section-2) signed by legally authorized signatories of all members and submitted with the bid;

(vii) The JV / Consortium Agreement must provide that the Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of the JV / Consortium and the entire execution of the contract shall be done with the active participation of the Lead Member;

(viii) The Contract Agreement shall be signed by each JV / Consortium member. Subsequent declarations, letters and documents may be signed by the Lead Member authorized to sign on behalf of the JV / Consortium;

(ix) An entity can be a member in only one JV / Consortium for this RFP. Any bid submitted by a JV / Consortium including an entity that is also a member of another JV / Consortium for the same RFP shall be rejected;

(x) The JV / Consortium Agreement may specify the share of each individual member for the purpose of execution of the contract. This shall, however, not limit the joint and several liability of all members toward ISA;

(xi) The Earnest Money Deposit (EMD) may be submitted by the JV / Consortium or by one or more members of the JV / Consortium;

(xii) The JV / Consortium Agreement must specifically state that it is valid for the assignment for which bidding is being done. If the JV / Consortium breaks up during the bid validity period or during contract execution, the bid / contract shall be liable to rejection / termination in addition to other remedies available under the RFP / Contract;

(xiii) If the JV / Consortium breaks up before award of work during bid validity, or after award of work, or during pendency of the contract, then in addition to the normal consequences under this RFP and the Contract, ISA may debar all JV / Consortium members from participating in future procurements for such period as ISA may determine in accordance with its applicable rules;

(xiv) The JV / Consortium Agreement shall be duly registered / notarized in accordance with applicable law so as to be legally valid and binding on the members before release of any payment; and;

(xv) The JV / Consortium shall open a bank account in the name of the JV / Consortium, and all payments due to the JV / Consortium shall be credited by ISA only to that account, unless ISA agrees otherwise in writing. To facilitate statutory deductions and payment compliance, all statutory documents such as Permanent Account Number (PAN), Goods and Services Tax Identification Number (GSTIN), or equivalent tax registrations in the name of the JV / Consortium, as applicable, shall be submitted before any payment is made. Alternatively, both JV / Consortium members shall give a joint undertaking signed by both members authorizing Lead Member of JV / Consortium to raise Invoice and receive due payment on behalf of JV / Consortium members. Any dispute arising between the two members of JV / Consortium would not be brought upon to ISA nor ISA would be liable for any separate payment to two members.

Note: ISA reserves the right to waive minor deviations if they do not materially affect the capability of Bidder to perform the contract.

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]

We have attached a copy of the below 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 ISA `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: Qualification Form

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

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for 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)

☐ No litigation history for the last 3 years

☐ 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 ISA.

Project name & Country of Assignment	**Client & Reference Contact Details**	**Contract Value**	**Period of activity and status**	**Types of activities undertaken**

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

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

Financial information (in US$ equivalent)	**Historic information for the last 3 years**		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
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 Proposal

Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section 4. The below sections correspond to the sample criteria included in this template RFP in Section 4]

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

The Bidder's proposal should be organized to follow this format of Technical Proposal. 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 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.

1.2 Specific organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.

1.3 Relevance of specialized knowledge and experience on similar engagements for fund-raising done in the region/country.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, 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 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

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.

2.6 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

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 Services.

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]

EDUCATION/ QUALIFICATIONS	*[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]*
	[INSERT]
PROFESSIONAL CERTIFICATIONS	*[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]*
	▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]

EMPLOYMENT RECORD/ EXPERIENCE	*[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.]*
	[INSERT]
	[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]

REFERENCES	REFERENCE 1: [INSERT] REFERENCE 2: [INSERT]

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

_______________________________________ __________________

Signature of Personnel Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: ____

Title: ____

Date: ____

Signature: ____

[*Stamp with official stamp of the Bidder*]

Form G: Financial Proposal Form

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.
The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Table 1: Summary of Overall Prices

Specification	**Cost (in USD/₹)**
Lump sum Consultancy Fee	
Other Cost (if any)	
Taxes (if applicable)	
Total Amount of Financial Proposal	

* A detailed breakdown has to be submitted by each bidder

Section 7: Draft Contract Agreement

The Draft Contract Agreement set out below represents the form of contract that ISA intends to execute with the successful bidder. Bidders are required to review this draft carefully. Any reservations or proposed deviations must be raised during the pre-bid stage or as part of the bidder's comments in Form E (Section 2A). Deviations proposed post-award will not be entertained. ISA reserves the right to disqualify a bidder who, after award, refuses to execute a contract in substantially this form.

Contract for Services **Between the International Solar Alliance and M/s xxxxxxxxxxxxxx**

1. **Country Where Services Will be Provided**: India	
2. [ ] Request for Quotation **[**] Request for Proposal [ ] Invitation to Bid [ ] direct contracting Proposal Number: xx/xx/xxxx/2026-ISA, Dated: xx xx xxxx	
3. **Contract Reference (e.g. Contract Award Number):** xx/xx/xxxx/2026-ISA	
4. **Long Term Agreement**: [**No**]	
5. **Subject matter of the Contract**: [ ] goods [√] services [ ] goods *and* services	
6. **Type of Services:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
7. **Contract Starting Date:** xx/xx/xxxx	**7. Contract Ending Date:** xx/xx/xxxx
8. **Total Contract Amount:** xxxxxxxxxxxxxxxxxx 8a. **Advance Payment:** xxxx 8b. **Conversion rate:** xxxx 8c. **Payment Currency:** xxxx 8d. **Payment Milestones:** Annexure-I	
9. **Applicable Terms and Conditions**: ISA General Terms of Business for Contracts apply (attached)	
10. **Payment Method:** [√] fixed price [ ] cost reimbursement	
11. **Contractor's Name**: xxxxxxx	
12. Contractor's Contact Person's Name: xxxxxxx Title: xxxxxxx Email: xxxxxxx	
13. **ISA's Contact Person's Name**: xxxxxxx Title: xxxxxxx Email: xxxxxxx	
14. **Contractor's Bank Account to which payments will be transferred**: Beneficiary: xxxxxxxxxxxxxx Account number: xxxxxxxxxxxxxx Bank name: xxxxxxxxxxxxxx Bank address: xxxxxxxxxxxxxx SWIFT: xxxxxxxxxxxxxx IFSC: xxxxxxxxxxxxxx	
15. **Liquidated damages:** Will be imposed as follows:	

a. Where the contractor fails to fulfill the performance of the deliverables in accordance with the specified timelines in the approved strategy document or b. Where there is non-satisfactory performance of the contract in line with the contract terms, the contractor shall be liable to pay ISA the liquidated damages of a daily charge of 1% (one percent) of the total contract sum, for each day of the daily occurrence, up to a maximum amount of 15% (fifteen percent) of the contract sum; which surcharge is deductible from the vendor's outstanding invoices. Provided that ISA may the event of the contractor's default or failure to meet a timeline issue a Notice of Breach as a warning of first instance; and in the second instance terminate the contract; and the invoice due shall be calculated on a pro-rata basis following the provision of this section.
16. **Period for submission of reports for Services:** As per the TOR

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. ISA General Terms of Business for Contracts attached hereto.
3. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount.
4. The Contractor's Technical Proposal dated xxxxxxxxxxxxxx and Revised Financial Proposal, dated xxxxxxxxxxxxxx **OR** Technical and Financial Proposal dated xxxxxxxxxxxxxx, these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.

All the above, hereby incorporated by reference, shall form the entire agreement (the "Contract") between the ISA and the Contractor (together referred to as the "Parties"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		**For the International Solar Alliance**	
Signature:		Signature:	

Name:		Name:	
Title:		Title:	
Date:		Date:	

Annexure-I

Terms of Reference and Schedule of Payments

Scope of Work – Same as per the RFP

Payment Terms:
Milestone-based payment schedule

Deliverables	Payment Schedule
xxxxxxxxx xxxxxxxxx xxxxx xxxx xxxxxxxxx xxxxxxxxx xxxxx xxxx	xxxxxx
xxxxxxxxx xxxxxxxxx xxxxx xxxx xxxxxxxxx xxxxxxxxx xxxxx xxxx	xxxxxx
xxxxxxxxx xxxxxxxxx xxxxx xxxx xxxxxxxxx xxxxxxxxx xxxxx xxxx	xxxxxx

**The invoice will be processed after receiving the satisfactory report from the Requesting Unit.*

A.

Supplier Code of Conduct, Fraud, Corruption: ISA_Supplier_Code_of_Conducts.pdf

General Conditions of Contract: ISA_GTBs.pdf