

RFP No.: 28/08/KMID/2026-ISA

Country: India
Issued on: 12/08/2026

Request For Proposal

For Hiring of an Agency for Learning Content and Training Course Development Services for ISA Academy



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 an Agency for Learning Content and Training Course Development Services for ISA Academy
2. The content of this RFP (28/08/KMID/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 02.09.2026, by 11:00 PM (IST) addressed to: Procurement, International Solar Alliance (ISA) at procurement@isa.int with subject line "RFP For Hiring of an Agency for Learning Content and Training Course Development Services for ISA Academy".

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	12.08.2026	ISA Website
b)	Pre-Bid Meeting Date	19.08.2026	12:00 PM (IST) https://teams.microsoft.com/meet/431699570875631?p=LTVbQ6zTjipDH0zj02
c)	Last date for Submission of query through e-mail: procurement@isa.int	21.08.2026	05:00 PM (IST)
d)	Last date for receipt of documents as per RFP	02.09.2026	11:00 PM (IST) to be submitted to procurement@isa.int

Contents

Section 1. Letter of Invitation	4
Section 2. Instructions to Bidders	5
GENERAL PROVISIONS	5
PREPARATION OF PROPOSALS.....	6
SUBMISSION AND OPENING OF PROPOSALS.....	11
EVALUATION OF PROPOSALS.....	12
AWARD OF CONTRACT.....	15
Section 3. Bid Data Sheet	18
Section 4. Evaluation Criteria.....	21
Preliminary Examination Criteria	21
Minimum Eligibility and Qualification Criteria.....	21
Section 5. Terms of Reference	31
Section 6: Returnable Bidding Forms / Checklist.....	38
Form A: Technical Proposal Submission Form	39
Form B: Bidder Information Form.....	40
Form C: Joint Venture/Consortium/Association Information Form	41
Form D: Qualification Form.....	42
Form E: Format of Technical Proposal	44
Form F: Financial Proposal Submission Form	50
Form G: Financial Proposal Form	51

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

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: 12/08/2026

Section 2. Instructions to Bidders

GENERAL PROVISIONS	
1. <i>Introduction</i>	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. <i>Fraud & Corruption, Gifts and Hospitality</i>	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. <i>Eligibility</i>	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. <i>Conflict of Interests</i>	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. <i>General Considerations</i>	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. <i>Cost of Preparation</i>	6.1 The Bidder shall bear any and all costs related to the preparation and/or

<i>of Proposal</i>	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.
<i>7. Language</i>	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.
<i>8. Documents Comprising the Proposal</i>	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.
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	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.
<i>10. Technical Proposal Format and Content</i>	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 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the ISA. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<i>11. Financial Proposals</i>	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.
<i>12. Proposal Security</i>	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.
<i>13. Currencies</i>	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.
<i>14. Joint Venture, Consortium or Association</i>	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.
<i>15. Only One Proposal</i>	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.
<i>16.Proposal Validity Period</i>	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.
<i>17.Extension of Proposal Validity Period</i>	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.
<i>18.Clarification of Proposal</i>	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.
<i>19.Amendment of Proposals</i>	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.
<i>20.Alternative Proposals</i>	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”
<i>21.Pre-Bid Conference</i>	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	
<i>22.Submission</i>	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
<i>Email Submission</i>	22.4 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.
<i>23.Deadline for Submission of Proposals and Late Proposals</i>	23.1 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 23.2 ISA shall not consider any Proposal that is submitted after the deadline for

	the submission of Proposals.
<i>24. Withdrawal, Substitution, and Modification of Proposals</i>	24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission. 24.2 Manual and Email submissions: A bidder may withdraw, substitute or 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” 24.3 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.
<i>25. Proposal Opening</i>	25.1 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	
<i>26. Confidentiality</i>	26.1 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. 26.2 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.
<i>27. Evaluation of Proposals</i>	27.1 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. 27.2 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
<i>28. Preliminary Examination</i>	28.1 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.

<i>29.Evaluation of Eligibility and Qualification</i>	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.
<i>30.Evaluation of Technical and Financial Proposals</i>	30.1 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. 30.2 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. 30.3 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. 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows: <u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 <u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 <u>Total Combined Score:</u> Combined Score = (TP Rating) x (Weight of TP, e.g. 70%/100) + (FP Rating) x (Weight of FP, e.g., 30%/100)
31. Due Diligence	31.1 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.
32. Clarification of Proposals	32.1 To assist in the examination, evaluation and comparison of Proposals, ISA may, at its discretion, ask any Bidder for a clarification of its Proposal. 32.2 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. 32.3 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.
<i>33.Responsiveness of Proposal</i>	33.1 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. 33.2 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.
<i>34.Nonconformities, Repairable Errors and Omissions</i>	34.1 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. 34.2 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. 34.3 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. 34.4 If the Bidder does not accept the correction of errors made by ISA, its Proposal shall be rejected.
AWARD OF CONTRACT	
<i>35.Right to Accept, Reject, Any or All</i>	35.1 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

<i>Proposals</i>	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.
<i>36.Award Criteria</i>	36.1 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.
<i>37.Right to Vary Requirements at the Time of Award</i>	37.1 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.
<i>38.Contract Signature</i>	38.1 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.
<i>39.Performance Security</i>	39.1 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.
<i>40.Bank Guarantee for Advanced Payment</i>	40.1 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.
<i>41.Liquidated Damages</i>	41.1 If specified in BDS, ISA shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>42.Payment Provisions</i>	42.1 Payment will be made only upon ISA's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in ISA with direct supervision of the Contractor. Payment will be affected by bank transfer in the currency of contract.
<i>43.Other Provisions</i>	43.1 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. 43.2. 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. 43.3. 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.
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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 19, 2026, 12:00 PM (IST) Pre-Bid Meeting Link: https://teams.microsoft.com/meet/431699570875631?p=LTVbQ6zTjipDH0zj02
5	10	Proposal Validity Period	90 days
6	14	Bid Security	NIL
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 3% (three percent) of the total contract sum, for each

			day of the daily occurrence, up to a maximum amount of 20% (twenty 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	Not Required
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 21, 2026, 5:00 PM (IST)
12	31	Contact Details for submitting clarifications/questions	Focal Person in ISA: Procurement Unit E-mail: procurement@isa.int and CC to psharma@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 and CC to psharma@isa.int
14	23	Deadline of Submission	September 02, 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 <u>must</u> 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 are expected to be completed within 8 Months 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		Other Information Related to the RFP	<i>[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]</i>

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
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: 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
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.		Form D: Qualification Form
Previous Experience	Sl. No.	Criteria	Documents required
	1.	The company should be in business for last 5 years	Certificate of Incorporation / Registration and other company documents
	2.	Minimum 3 years of experience in learning content development, digital learning, instructional design, or training and learning program development	Work orders / completion certificates / copy of paid invoices with CA certificate/ client references
	3.	Demonstrated experience in the design and delivery of high-quality training and learning material development in different formats such as SCORM, xAPI and other e-learning standards, and in different level (L1, L2, L3) for multilateral institutions, government agencies, or private organizations, with a contract value of more than USD 20,000. At least 3 projects in the last 5 years	Copy of contract/work order and completion certificate from the client for each project cited
	5.	Should have in-house team of learning and content development professionals such as instructional	Company undertaking with the name,

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 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.

		designers, content developers, graphic designers, multimedia developers, animators, video editors, course developers and quality assurance checkers etc.	educational details and experience of team members.	
	6.	Availability of professional learning content and training course development software's, applications and infrastructure	Undertaking with complete list of software, applications and infrastructure available	
Financial Standing*	Minimum average annual turnover of USD 50,000 for the last 3 years			Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability			Form D: Qualification Form

Technical Proposal of Bidders who passes the minimum eligibility criteria will be evaluated.

Technical and Financial Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience	300
2.	Proposed Approach, Methodology, Innovations, and Implementation Plan	300
3.	Proposed Team and Management Structure	400
	Total	1000

Definition	Similar work/assignment: "Experience in the areas outlined in Section 4	
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Section 1. Bidder's qualification, capacity, and experience		Points obtainable
1.1	Experience in design, development and delivery of high-quality training and learning material in different formats such as SCORM, xAPI, gamified content, animations and other e-learning standards for different stakeholders. This includes demonstrated experience in instructional design, curriculum architecture, competency-based learning design, deployment of course material, learning outcome mapping, assessment design, and adult learning methodologies. At least 3 such assignments in the last 5 years, preferably in RE / sustainability sector (30 marks for each project).	150
1.2	Demonstrated experience in developing and producing high quality educational or training content (L1, L2, L3) in different languages catering to different regions (global). At least 3 such global / regional level projects in the last 5 years.	100
1.3	The agency should bring a network of experts (8-10) – catering to various solar technologies, solar manufacturing, RE, BESS, Green Hydrogen, EV, etc.	50
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 Approach, Methodology, Innovations, and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Clear comprehension and articulation of ISA Academy's role and objectives, proposed learning content and training course development requirements, and articulation of delivery plans	50
2.2	Proposed approach, methodology and innovations for learning content and training course development works including content development lifecycle, QA framework, formative and summative assessment approach etc. for ISA Academy, developing the complete work plan and milestones, clarity of implementation timeline and work plan with Gantt chart, analytics & reporting framework, AI governance framework, compliances, QA measures, multilingual content management, etc.	150
2.3	Technical Presentation and Demonstration (Sample Works, Portfolio, Innovations and AI Enabled Learning Content and Training Course development models etc).	100
Total Section 2		300

Section 3. Proposed Team and Management Structure		Points obtainable
(The team lead must be deployed full-time onsite at ISA Secretariate office in Gurugram. Production team flexible deployment either in bidders office/ISA office based on production infrastructure requirement for the work and ISA's need. Periodic presence of team members is required at ISA office).		
3.1	Team Lead cum Instructional Designer (1) (Core Team Member) <u>Responsibilities:</u> • Provide overall leadership and management for design, development, review, quality assurance, and timely delivery of all learning courses and training materials under the project. • Lead instructional design and pedagogical planning for development of learner-centric, outcome-based, and competencies-aligned learning courses. • Develop course architecture, learning pathways, instructional strategies, storyboards, assessment frameworks, and learner engagement approaches. • Coordinate with ISA Team, Subject Matter Experts (SMEs) and his / her course development specialists, multimedia teams, and reviewers. • Monitor project timelines, deliverables, workflows, reporting, and resource coordination for successful implementation of the assignment.	100

	Requirements:	
	• <i>Minimum 8 years of experience in design, development, and delivery of digital learning courses, training programmes, e-learning content, or instructional materials.</i> • <i>Out of the above, minimum 5 years of experience should be as an Instructional Designer or Learning Design Lead leading e-learning course design and development assignments.</i> • <i>Demonstrated experience in managing end-to-end learning content development projects involving instructional design, multimedia production, and stakeholder coordination.</i> • <i>Experience of working on Government, multilateral, academic, institutional, or large-scale capacity-building projects will be preferred.</i> • <i>Master's Degree in Education, Educational Technology, Instructional Design, Learning Design, Human Resource Development, Knowledge Management, or related disciplines</i> • <i>Diploma/Certification in Project Management, Programme Management, Learning Experience Design, or related domains will be preferred.</i>	

3.2	Video Developer, Graphic Designer and Animator (2) (Production Team) Responsibilities: • Develop and produce multilingual multimedia learning assets including educational videos, animations, motion graphics, infographics, illustrations, interactive media, and graphic content for digital learning courses and training programmes, in 3 languages (English, French & Spanish). • Work closely with Content Developer for creating required artefacts for the courses. • Design visually engaging and learner-centric multimedia content aligned with instructional design requirements, course storyboards, following ISA's branding guidelines. • Undertake different video production and editing activities including audio synchronization, subtitles, transitions, visual enhancements, screen recordings, voice-over integration, and rendering. • Develop graphics, layouts, templates, illustrations, diagrams, icons, presentations, and visual learning aids for e-learning modules and knowledge products. • Create 2D/3D animations, explainer videos, animated learning sequences, and motion graphics to enhance learner engagement and comprehension. • Develop multimedia learning modules using relevant authoring and multimedia development tools/software including Adobe Creative Suite, Articulate 360, Articulate Rise, and other suitable applications. • Coordinate with the Team Lead cum Instructional Designer and Course Development Specialists for conversion of scripts, concepts, and storyboards into multimedia learning products.	100 (50x2)
	Requirements: • <i>Minimum 3 years of experience in graphic designing, video development, animation, multimedia production, development of digital learning and training content or similar domains.</i> • <i>Demonstrated experience in development of multimedia learning materials using tools/software such as Adobe Creative Suite, Articulate 360, Articulate Rise, and other relevant multimedia authoring applications.</i> • <i>Master's Degree/Bachelor's Degree/Diploma in Visual Arts, Graphic Design, Multimedia Development, Animation, Digital Media, Visual Communication, Computer Applications, or related disciplines.</i> • <i>Additional relevant professional certifications in multimedia development, animation, video editing, graphic design, or digital learning tools/software will be preferred.</i>	

3.3	Course Development Specialist / Content Developer (2), (Production Team) Responsibilities: • Overall responsibility to develop, assemble, deploy and package e-learning courses and digital learning modules in various learning formats such as cmi5, SCORM, xAPI, H5P, and other applicable e-learning standards and formats. • Convert approved storyboards, scripts, instructional designs, and multimedia assets into fully functional e-learning courses and interactive learning modules. • Stitch together and develop course structures, navigation flows, learner interactions, quizzes, assessments, simulations, and interactive activities based on instructional directions provided by the Instructional Designer, Subject Matter Experts (SMEs), and other project team members. • Use relevant authoring and course development tools/software including Articulate 360, Articulate Rise, H5P, and other suitable e-learning authoring tools / applications for creation of digital learning content. • Integrate multimedia elements such as graphics, animations, audio, videos, assessments, and interactive components into learning modules. • Ensure compatibility of developed courses with developed ISA Academy platform, mobile application, accessibility requirements, and applicable digital learning standards. • Undertake testing, debugging, formatting, and quality checks of developed learning modules before submission to Instructional Designing and SMEs. • Support updating, revision, localization, and customization of courses based on feedback received from ISA Academy and other stakeholders.	100 (50x2)
	Requirements: • <i>Minimum 3 years of experience in e-learning course development, digital learning content production, or development of interactive online learning modules.</i> • <i>Demonstrated experience in development of e-learning courses using tools/software such as Articulate 360, Articulate Rise, H5P, and other relevant course authoring applications.</i> • <i>Experience in development of SCORM, xAPI, and other standards-compliant digital learning content is required.</i> • <i>Experience in multimedia content integration, interactive e-learning course development, formative and summative assessment creation, and LMS-compatible course packaging.</i>	

	• <i>Master's Degree/Bachelor's Degree/Diploma in E-learning Development, Educational Technology, Instructional Technology, Multimedia, Graphic Design, Human Resource Development, Computer Applications, or related disciplines.</i> • <i>Relevant professional certifications in e-learning authoring tools, digital learning development, instructional technology, or multimedia course development will be preferred.</i>	
3.4	Senior Technical Content & Quality Assurance expert (1) Responsibilities: • Support the development of course outlines, content learning pathways, learning objectives, and module structures • Support quality assurance of the content in terms of technical & language accuracy, terminology, language style, assessments, etc. • Support ISA in reviewing storyboards, scripts, visuals, narration, etc. • Refining and polishing content to improve clarity, readability, accessibility, and learner engagement Requirements: • <i>Master's degree or higher in Renewable Energy, Electrical Engineering, Energy Systems, Sustainable Development, Education, Instructional Design, Knowledge Management, or a related field.</i> • <i>Additional qualifications or certifications in instructional design, digital learning, e-learning, educational technology, or capacity building will be considered an advantage.</i> • <i>Minimum 10 years of relevant professional experience in renewable energy, technical training, capacity building, educational content development, knowledge management, instructional design, or related fields</i> • <i>Proven experience in working with instructional designers, content developers, and multimedia production teams to create digital learning content</i> • <i>Strong understanding of solar energy technologies, applications, markets, business models, policies, and emerging trends.</i> • <i>Proven ability to translate complex technical concepts into clear, engaging, and learner-centric educational content for diverse audiences</i>	50

3.5	Overall Team and Governance Structure by the bidder The bidder is expected to propose an overall team structure, governance framework, project management approach, and coordination mechanism for effective, timely, and quality-driven design, development, review, and delivery of e-learning courses, learning videos and other digital learning content for ISA and the ISA Academy platform. The agency should provide smooth access to the network of subject matter experts	50
Total Section 3		400

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

Background

The International Solar Alliance (ISA) is establishing ISA Academy which will serve as a global gateway for solar learning, training, and knowledge exchange, democratizing access to knowledge, education, skills development and innovation. As part of the Academy's content strategy, ISA seeks to engage a professional training and learning materials design, development and production agency to develop high-quality, instructionally sound training materials that support diverse learning pathways for policymakers, developers, technical professionals, financial institutions, and other stakeholders in the Solar Ecosystem.

The digital learning modules will form a core component of the Academy's digital learning ecosystem, enabling asynchronous learning, knowledge dissemination in multiple languages, and scalable deployment across ISA's network of Member Countries and partner institutions. The aim of this RFP is to on-board a partner for design, development, localization, and deployment of e-learning and training modules on the ISA Academy platform.

Objectives

The primary objectives of this engagement are to:

- Design, develop and produce engaging, pedagogically effective training and learning materials in different e-learning formats in different languages covering priority ISA Academy themes (solar technology, policy frameworks, financial models, grid codes, project development, etc.).
- Design and deliver content in formats suitable for integration into the ISA Academy Learning Management System (LMS), YouTube, and other digital platforms (SCORM, xAPI, video formats etc) to be accessible by its 125+ member countries across the world with the aim to democratize the solar knowledge
- Ensure training and learning/reading materials are accessible, multilingual (English, Spanish & French), and comply with international accessibility standards (captions, subtitles, audio descriptions).
- Support ISA's broader capacity-building mission by creating reusable, scalable learning content that can be adapted and updated over time.
- Incorporate best practices in online learning design, including modular content design and delivery, learner engagement strategies, knowledge checks, real-world case studies, scenario-based learning, and opportunities for reflection and application.
- Ensure learning through different media – primary devices used by Platform users:
 - Mobile
 - Pads
 - Laptop/ Desktop

Scope of Work

A. The selected agency will be responsible for:

1. E-Learning Content scripting & storyboard:
 - a. Collaborate with ISA team to develop scripts, clear visual storyboards, on-screen text, diagrams & visual flow for each training and learning module. ISA will provide the content (text, PSD, presentations, etc.) for the modules, topic outlines and access to subject matter experts. The production partner will be responsible for instructional design, scripting, storyboarding, visual interpretation, and narrative structuring to translate the content into engaging e-learning modules. The content will be made in English, French & Spanish languages.
 - b. Instructionally design e-learning content according to adult learning principles, for different set of stakeholders and regions ensuring clarity, logical sequencing, and alignment with defined learning objectives.
 - c. Incorporate visual storytelling techniques (animation, case studies, infographics, interactive videos, live-action segments, etc.) to enhance learning experience, engagement and knowledge retention of the learners.
 - d. Integrate learner engagement and interactivity elements such as reflection prompts, formative and summative assessments (assessment banks, quizzes, learner evaluation frameworks, etc.), case-study/scenario-based exercises, discussion prompts, summaries and application-oriented activities where relevant
 - e. Structure modules using best practices in online and asynchronous learning, including chunking of content, microlearning approaches where appropriate, progressive complexity and reinforcement of key concepts. Develop simple formative assessments, quizzes or reflective exercises aligned with module learning objectives, where required in coordination with ISA team.
2. e-Learning and Video Development: Produce high-quality training and learning content (in English, French & Spanish) across multiple formats, including:
 - a. E-Learning Courses:
 - i. Based on story board, design and development of e-learning courses including text, infographics, audio, video and immersive content for effecting learning and training
 - ii. The frames, templates etc. shall be designed along with the colour scheme keeping in view the intended use and audience along with the pedagogical style. The selection of technologies needs to be done based on requirements as supported on the LMS
 - iii. Appropriate graphic designing, multimedia development, course material development through appropriate tools such as Articulate 360, Rice and others.
 - iv. Including appropriate formative and summative assessments as part of learning courses
 - v. Course packaging and testing in appropriate e-learning standards
 - vi. Testing and quality assurance of developed learning and training materials

- b. Different Types of Video Development:
 - i. Explainer videos (concept overviews, policy primers)
 - ii. Tutorial/instructional videos (step-by-step technical processes, software demonstrations)
 - iii. Animated concept explainers (simplified explanations of complex technical or financial concepts)
 - iv. Interview/testimonial videos (expert insights, practitioner case studies, country experiences) wherever applicable
 - v. Documentary-style content (field implementation, project visits)
 - vi. Expert-led structured learning modules
 - vii. Post-production and Editing:
 - a. Deliver videos with voiceover, embedded captions and subtitles in English and at least two additional languages (French and Spanish) to support multilingual learners
 - b. Add graphics, animations, text overlays, music, and voiceovers as needed
 - c. Create clean, structured visuals including diagrams, charts, and explanatory graphics
 - d. Maintain consistency in typography, color, layout, and animation style as per ISA branding
 - e. Ensure clear pacing and readability for a global learning audience
 - f. Voiceover integration:
 - ✓ Ensure correct pronunciation of technical terminology
 - ✓ Sync narration with visuals and animation timing
3. Thumbnail design:
 - i. Design one thumbnail per video/module
 - ii. Ensure strong readability at small sizes
 - iii. Maintain consistency with ISA Academy visual identity
4. Quality Control:
 - a. Ensure visual clarity, alignment with script, and error-free output
 - b. Maintain consistency across all modules before final delivery
5. Review and Approval Process: Each module will undergo the following approval stages:
 - a. Script & Storyboard submission followed by review
 - b. Review of fixes
 - c. Script & Storyboard Sign-off
 - d. Alpha Version (First cut of Digitized Version) Submission
 - e. Review of Alpha version
 - f. Review of fixes
 - g. Alpha Sign-off
 - h. Only in case of Professional Human Voiceover incorporation, Beta version submission followed by review
 - i. Review of fixes
 - j. Beta Sign-off
 - k. Submission of final version (Gold)

I. Gold Sign-off

ISA will provide consolidated feedback within agreed timelines.

The final Gold version should contain the following multimedia elements:

- a. Approved Design documents (Script, Storyboard, detailed design document)
 - b. Alpha version, and Beta version (if any)
 - c. LMS version (SCORM, xAPI, etc.)
 - d. Raw content (images, PDF, Doc, Ppt, other files)
 - e. User Manuals, Test Documents, Graphic Charter
 - f. Quality Assurance Document
6. Formats and Deliverables: The agency shall deliver final videos in the following formats:
- a. SCORM, xAPI / other e-learning standards-compliant packages for LMS integration
 - b. MP4 for LMS and web hosting (1920X1080p minimum resolution)
 - c. Sharing editable project files (Articulate 360, Rice, Adobe Premiere Pro, Final Cut Pro, or equivalent) for future updates
 - d. Raw footage for archival and potential reuse, if any
 - e. Subtitle files in specified languages
 - f. Any other infographics, audio, video, pictures, text and other materials designed, developed and produced under the project

B. e-Learning Courses and Content Development Scope

For the 2026 launch, ISA Academy plans to produce approximately 16 e-learning courses organised across 3 themes: **Solar Basics, Solar Technology, and Solar Applications**, to be delivered by October 2026. The portfolio comprises 66 modules. The selected courses are intended to serve a broad learner base ranging from students and solar users to technical professionals and project developers.

The selected production agency will be responsible for developing training modules for all courses within this scope.

1. Thematic Scope and Training Module Volume

The table below outlines the three themes, indicative number of courses, and estimated training module count that the agency will be required to produce:

Note: Module counts are indicative and subject to confirmation during the curriculum alignment phase.

Course Portfolio Summary

Theme	Course	Indicative No. of Modules	Estimated Learning Duration
1. Solar Basics	How Solar Works	4	20–24 min
	Earth-Sun Angles	6	48–52 min
	Solar Economics	4	22–26 min

Theme	Course	Indicative No. of Modules	Estimated Learning Duration
Subtotal	3 Courses	14 Modules	
2. Solar Technology	Solar Panels	3	19–22 min
	Cell Technologies	3	19–22 min
	Modules & Quality	3	19–22 min
	Inverters	3	19–22 min
	Energy Storage	3	20–23 min
	Balance of System (BoS)	3	17–20 min
	Solar Thermal Technologies	3	19–22 min
Subtotal	7 Courses	21 Modules	
3. Solar Applications	Rooftop Solar	5	33–38 min
	Utility-Scale Solar	6	40–46 min
	Floating Solar	5	33–38 min
	Agrivoltaics	5	33–38 min
	Solar Water Pumps	5	33–38 min
	Battery Energy Storage Systems (BESS)	5	33–38 min
Subtotal	6 Courses	31 Modules	
Total	16 Courses	66 Modules	

In addition to the above requirements – for each module, the agency will be required to produce 2–3-minute introductory teaser (derived from the complete module) to be uploaded on the YouTube channel of ISA Academy.

Note: This duration is indicative and a deviation of approximately $\pm 10\%$ may be expected.

3. Recommended Content Level Distribution

The level-wise distribution for the modules has been given below.

Level	Indicative Distribution
L1 – Standard Digital Learning	20%
L2 – Interactive Digital Learning	40%
L3 – Immersive & Applied Learning	40%
Total	100%

Note: The actual distribution may vary by course requirements and instructional design approach. A deviation of approximately $\pm 15\%$ across levels may be expected during detailed content design and development.

2. Production Timeline

The engagement covers an 8-month production window. The agency's production at each phase is contingent on ISA supplying the relevant course content, scripts, and reference material in advance. ISA will provide content inputs on a rolling, phase-wise basis, and the agency is expected to commence production promptly upon receipt. The indicative phase-wise milestones are as follows:

Phase	Duration	Scope of Work / Deliverables
Phase I: Project Initiation and Priority Content Development (October Launch Milestone)	3 months	Contract finalization, project kick-off, onboarding, orientation meetings, handover of reference materials, finalization of instructional design standards, content templates, visual styles, quality assurance processes, review mechanisms, and content development workflow. Development and approval of the pilot learning module. Commencement of full-scale content development and production. By the end of Phase I, the agency shall complete all courses and learning modules under Theme 1 (Solar Basics) and Theme 2 (Solar Technology). In parallel, the agency shall initiate the development of selected priority courses under Theme 3 (Solar Applications). All completed courses shall be submitted with editable source files, assessments, SCORM-compliant packages, and supporting assets, along with LMS integration support to enable testing and deployment for ISA's planned October launch.
Phase II: Full-Scale Content Development and Production	3 months	Development, production, and submission of the remaining learning content, including the balance of Theme 3 (Solar Applications) and the courses under Theme 4 (Solar Policy, Regulation & Markets) and Theme 5 (Solar Project Development & Implementation), in accordance with the approved curriculum and content development plan. Each completed course shall be delivered with corresponding source files, assessments, SCORM-compliant packages, and LMS integration support. The agency shall incorporate ISA review comments through iterative submission and review cycles.
Phase III: Finalization, LMS Integration and Handholding	2 months	Final incorporation of ISA review comments across all courses, bug fixing, quality assurance, optimization of SCORM packages, resolution of LMS integration issues, final testing, deployment support, submission of all source files and project documentation, knowledge transfer to ISA, and handholding support until successful project completion.

For details of themes, courses, modules and indicative duration, please refer to the portfolio summary table in the previous section.

3. Review Process and Iteration Cycles

Each training module will go through a defined review and approval process. The production agency must plan for and accommodate the following review stages within their production workflow:

Stage 1 — Script & Storyboard Review: ISA reviews and approves the script and visual storyboard before production begins. Up to 2 revision rounds are included at this stage.

Stage 2 — First Draft Review (Alpha): ISA reviews the first assembled e-learning course and video for instructional design, structure, learning experience, pacing, and accuracy. Up to 2 revision rounds are included at this stage.

Stage 3 — Final Course and Video Approval (Gold): ISA reviews the near-final e-learning course and video including course flow, composition, narration, graphics, captions, voice over, and branding. Up to 1 revision round is included before final delivery sign-off.

4. Methodology and Approach — Expected Response from Bidders

Bidding agencies must include a detailed Methodology and Approach section in their proposals. This section should clearly address the following:

Production workflow: A step-by-step description of the agency's end-to-end e-learning course and video design, development and production process, from content intake and scripting through to final delivery, clearly mapping each stage to the review process outlined above – including instructional design methods etc.

Iteration capacity: Agencies must offer reasonable number (mentioned in clause 3 of B) of revision iterations per module at each production stage (script, rough cut, and final cut), the turnaround time per revision cycle, and the process for managing consolidated ISA feedback.

Volume handling: Given the scale of approximately 63 modules across 16 courses to be delivered within 7-8 months, agencies should describe how they will manage parallel production pipelines, maintain quality consistency across themes, and meet monthly delivery milestones.

Quality assurance: Agencies should describe their internal QA process prior to submission at each review stage, including how they ensure alignment with ISA Academy branding, instructional design standards, and technical accuracy of solar content.

Proposed timeline: A month-by-month production schedule showing theme-wise delivery milestones, review gates, and buffer for revision cycles.

Timeline and Payment Schedule

S.No.	Milestone	Payment (%)
Month 1	Inception report	10 %
Month 2/3	Submission of 6 courses (final)	30 %
Month 4/5	Submission of next 5 courses (final)	30 %
Month 6/7	Submission of last 5 courses (final)	30 %

Basis the Phase 1 successful delivery, a longer duration RFP for Phase 2 will be released for continuous development of learning content and updation of the old content for ISA Academy.

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.

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:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

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
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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

Form E: Format of Technical 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.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

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]

	<i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i>
EDUCATION/ QUALIFICATIONS	[INSERT]
PROFESSIONAL CERTIFICATIONS	<i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i> ▪ 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