

QUESTIONS AND ANSWERS TO RFP

Request for Proposal: South Asia Clean Energy Forum (SACEF) under the USAID Advancing the U.S.-India Partnership Platform (APP) Activity

May 7, 2024

1. Hotel booked for 5 Nights i.e. 8th, 9th, 10th, 11th & 12th : i.e. 5 Nights with a Minimum Guarantee of 70 Residential with + 25%. As per our discussion the Hotel, they will not offer more than + 10% because in that case giving the best possible rate will be an issue for the Hotel revenue department & same goes for Non-Residential Delegates too.

A1. MG is NOT the same for all days. Please refer to the RFP for Minimum Guarantee of residential and non-residential guests for each day, We can confirm the final number of attendees with 10% buffer 15 days prior to the event. This will allow you to finalize and make necessary arrangements while ensuring we secure sufficient rooms and other facilities for the event. (pls refer Annexure 8, page no. 33 in the RFP)

2. Hotel Early Check In & Late Check Out will be subject to availability. But since it's a low season all the hotels will have early check ins. Early check-in for the entire group may not be available but as an agency will try to accommodate maximum. Please advise.

A2. We are aware that early check-in is subject to availability, we would like to prioritize the comfort of our international delegates and government officials, especially those from South Asia, by providing early check-in upon arrival, when feasible.

3. Please suggest a minimum number of non-residential guests who will have dinner every day at the Hotel so that the Hotel also can prepare accordingly. A minimum figure we have to give to the Hotel.

A3. We currently anticipate an attendance for non-residence guests in the range of 20-25 people for the evening program. However, the exact number will depend on the specific day/night chosen. We will provide a confirmed guest count for the evening program, along with the chosen venue (Chokhi Dhani, Amer Fort, or hotel), closer to the event date.

4. Since we take the Air ticket from our IATO based vendor, he gives his own invoice (Picture attached herewith). Please advise if that will be Ok or not.

A4. This is fine; however, we would need a copy of the air ticket (on which amount of ticket is mentioned) attached to the invoice, as a backup to your main invoice.

5. Will the vendor has his own event, Photography, Videography, Zoom Connectivity, AV gadgets & Printing Media & Brochures. There will be an actual amount which will be charged on a per Day basis and will be conveyed to the client. Rest for the giveaway kits, Mementos will share the rates to the APP team, get the approval on the rates then purchase the stuff charge agency fees over & above that.

A5. This is fine with us.

6. There are canvas branding materials (eco-friendly) not the regular flex. The vendor will give the rate for both the materials. The selection will be done by the APP team.

A6. This is fine with us.

7. Annex 5 i.e. The Budget Template for SACEF 2024 has only main headings. There are many in depth costing in each header. Do we have to convey each cost in another excel sheet or we have to give a lump sum cost for the same.

A7. You can add another sheet showing the breakup cost of each head as a backup to the main SACEF budget template to support your numbers.

8. Mobile app integration - will it only be used for the event days or retained for later use as well?

A8. It will be used only for the Event. We would like to keep the app active for 2 weeks after the event is over in order to back up the data etc.

9. For the airport transfers from the airport to the hotel, it has been mentioned that 2 Volvos would be required. Would 2 be enough or will we need cabs as well?

A9. We would preferably need EV Cars for individual transfers from Jaipur airport/railway station depending upon the number of residential guests. From Delhi to Jaipur and return, EV Buses/ Fuel based Volvos are preferred as we prefer group travel arrangements to save on cost.

10. On Sep. 9, do the breakout rooms need to be integrated as a part of the hall setup or the exhibition kiosks setup?

A10. Banquet halls required for 09, 10, 11 and 12 Sept are part of hall set up and this is for the main event. (pls refer to RFP for more details) (pls refer Annexure 8, page no. 32 in the RFP). Kiosks set up is at a different place in the hotel.

11. Who will be the exhibition partners & will they manage their setup or this needs to be provided by the agency?

A11. Complete stall/Kiosks set up with table, covers and supply of power points and lights is expected from the EMA.

12. On Sep. 9, the dinner at Chokhi Dhani needs to be organized for how many pax. & all the necessary arrangements to be booked under the name of the agency?

A12. We shall update the number of attendees for the same closer to the date.

13. Does the field trip on September. 13 also need to be planned separately or it will be either a cultural evening on Sep. 9 or Sep. 13? If yes, will the tour be a full day & will it be for all the participants?

A13. September 13, 2024, is the checkout date for everyone, however if there field trips planned, we may need Volvos for a day hence kindly provide the cost for the same. More details will be provided closer to the event.

14. Please specify the quantity of the mementos required & if you could share mementos reference pictures used in the past.

A14. We need to give mementos to everyone including participants and speakers. Based upon options shared by EMA, respective specification will be provided for both categories closer to the date. However, we would like to understand the available options of such mementos with costs, and we prefer them to be eco-friendly.

15. For the hybrid setup, we would need more clarity if this will be a two-way setup on zoom & for how many days will we require the live webcasting?

A15. We will inform closer to the date.

16. Will the hotel bookings costs be borne by the agency?

A16. Yes.

17. Probability of some delegates being accompanied by their spouses...who pays for the double occupancy and other misc. costs?

A17. We are not paying for any additional family members. Please quote rates based upon ONLY single occupancy.

18. Will YOU engage your own security agency from Delhi at Jaipur or do we need to hire?

A18. The vendor will need to arrange that.

19. How many control tents do you envisage?

A19. This is not a requirement in the RFP.

20. Is all half-moon cluster seating is with round tables?

A20. Please refer to the RFP. pls refer Annexure 8, page no. 33 in the RFP)

21. How many Kiosks /stalls are envisaged in each separate meeting room?

A21. Please refer to the RFP. (pls refer Annexure 8, page no. 34 in the RFP). The stalls will not be in the same meeting room where we have main events but in a dedicated place, where other people can move around and go to each stall.

22. Do you already have a mobile app or does it have to developed?

A22. This has to be developed by EMA (Event Management Agency)

23. Section B: > B.2 > 3 > 3 & 4 Electric vehicles in tier two cities are still a challenge at this scale. Please advise, should we quote fuel-operated vehicles?

A23. Based on availability you can quote fuel-operated vehicle too.

24. Section B: > B.2 > 3 > 11 Please share the location and attendees' numbers who will be visiting the field trip (on 13th Sept) to estimate the transportation. (if opted)

A24. Location for field trip will be the chosen hotel and number of attendees will be shared closer to the date.

25. Section D: > Actuals Bills We can provide the scanned copy of actual bills, since the contracting is being done through us directly, and as per law we would need the original bills for GST and auditing purposes.

A25. Scanned copies of bills from third party vendor (as backup support) will be acceptable for verification propose. However, Event Management Agency bills will be required in the original.

26. Annex 8 > 6 Please advise, if 14 USAID attendees will be National or International to estimate for their flights?

A26. We will confirm this closer to date.

27. Annex 6 > 7 Please advise if we have to sign and send annex 6 & 7 at this stage along with a technical proposal?

A27. Yes, you have to sign annexure 6 and 7 along with other required details and documents.

[End of Questions]