

**Minutes of Pre-bid Meeting held on April 02 2024**  
**RFP/18/03/COMMS/2024-ISA**

**Date: 08/04/2024**

<b>Bidder Queries</b>	<b>ISA response</b>
Venue	The venue for the International Solar Festival has been confirmed as Bharat Mandapam in New Delhi.
Dates	The festival will take place over two consecutive days between the 3rd to 6th of September.
Media Buying	Payments for media buying will be as per actuals. This includes radio, TV, print, social media, OOH, etc.
Translation Services	Proposals should include suggestions and cost estimates for translation services. ISA requires translation services for four languages: English, Arabic, Spanish, and French.
Artists for Cultural Programme	Hiring of artists for the cultural programme will be the responsibility of the consortium/agency. Payments for these services will be made as per actuals.
Travel	In case the consultant team is required to travel, the costs pertaining to travel, boarding & lodging will be covered additionally by ISA as per actuals (as per ISA travel policy)
Payment Term:	The payment terms have been updated as follows: <ul style="list-style-type: none"> <li>• 20% advance payment will be made as the work progresses.</li> <li>• 40% of the total payment will be made in July.</li> <li>• The remaining 40% of the total payment will be disbursed upon satisfactory completion of the work in September.</li> </ul>
Additional Information	<ul style="list-style-type: none"> <li>• In case of unforeseen circumstances, if the Festival is postponed beyond September 2024, a contract amendment may be considered based on mutual discussions and ISA's procurement manual</li> <li>• All other aspects of the RfP may be adhered to.</li> </ul>

  


Procurement Unit  
International Solar Alliance