

Call for Proposal for Renewable Energy (RE) Expert under the Expert Skills Scheme

The Mauritius Renewable Energy Agency (MARENA); has been created to oversee and promote the development of Renewable Energy (RE) in Mauritius and operates under the aegis of the Ministry of Energy and Public Utilities. The Agency is calling for applications for RE Expert(s) to lead Research on Renewable Energy.

The **RE Expert(s)** will be responsible for driving research under the guidance of the Board of MARENA. The applicant should be practically oriented and have relevant working experience with local, regional and international instances as well as with industry, academia and the public sector.

The position of **RE Expert(s)** will be tenable on a yearly renewable contract subject to the duration of the research projects assigned and to satisfactory performance review. The successful candidate should preferably have a PhD qualification in the relevant field from a recognised university with at least 7 years working experience and proven track record. The **RE Experts(s)** will be based at MARENA.

The Mauritian Diaspora is encouraged to apply.

Modalities for application:

Prospective applicants are requested to submit to the agency their proposals with a research plan and other prescribed documents. The detailed Request for proposal can be downloaded from the website of the Ministry of Energy and Public Utilities: <http://publicutilities.govmu.org/>

Terms of Reference:

The RE Expert(s) will be expected to conduct the following Research Projects:

- Innovative Renewable Energy Technologies and their implementation for electricity generation, transport, pumping water and cooking
- Electricity Production from Biomass
- Waste to Energy production potential
- Renewable Energy Resource assessment
-

Deadline

All applications should be addressed to the Chairperson in an envelope clearly labelled "*Request for Proposal – RE Expert(s)*" on the top right hand side at latest by: **Monday 26 June 2017 at 15.00hrs**

- *Late, incomplete and inaccurate applications may entail elimination the applicant.*
- *The MARENA reserves the right not to make any award following this advertisement.*

Contact Details:

The Chairperson, Mauritius Renewable Energy Agency
4th Floor, Celicourt Building, Celicourt Antelme Street, Port Louis
Tel:(230) 212 8325 Fax:(230)212 8326 Email: info@marena.co.mu/ marenainfo8@gmail.com

STANDARD REQUEST FOR PROPOSAL

for

Service Provider

Under the

Expert Skills Scheme



Mauritius Renewable Energy Agency

Request for Proposal

F o r

**Provision of Renewable Energy Expert
Services under the**

Expert Skills Scheme

Procurement No: *MARENA/01/17*

Issued on: *31st of March 2017*

Contact Details:

The Chairperson, Mauritius Renewable Energy Agency
4th Floor, Celicourt Building, Celicourt Entelme Street, Port Louis
Tel: (230) 212 8325 Fax: (230) 212 8326 Email: info@marena.mu

Request for Proposal

LETTER OF INVITATION

Dear Sir,

Subject: *Request for Service of Renewable Energy (RE) Expert*

1. You are hereby invited to submit technical and financial proposals for services required under *Experts Skills Scheme* for the *Mauritius Renewable Energy Agency* which could form the basis for future negotiations and ultimately, a contract between you and the *Mauritius Renewable Energy Agency*
2. The purpose of this assignment is to:
 - (i) engage into high end research, development and Innovation in the Renewable Energy for the benefit of the Republic of Mauritius
 - (ii) facilitate development of novel research in areas relevant to Renewable Energy that may respond to the needs of Agency and/ or may be further exploited by the Government
 - (iii) create opportunities for long term research-industry collaboration that can lead to the commercial exploitation of results in the country and/or region
 - (iv) secure alternative sources of funding, including international funding for sustainability of the projects.
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) Terms of Reference (Annexure 1);
 - (b) supplementary information for Experts (Service Providers), including a suggested format of curriculum vitae (Annexure 2); and
 - (c) sample format of the Service Contract under which the service will be performed (Annexure 3).
4. Any request for clarification should be forwarded via e-mail (info@marena.co.mu) addressed to the same person mentioned in para. 7. Request for clarifications should be received 14 days prior to the deadline set for submission of proposals in para. 7.
5. The Government of the Republic of Mauritius requires that bidders/suppliers/contractors participating in the procurement in Mauritius observe the highest standard of ethics during the procurement process and execution of contracts. Service providers are advised to consult the website of the Procurement Policy Office of Mauritius **ppo.govmu.org** to acquaint themselves with the legislations related to procurement in Mauritius.
6. **Eligibility**
 - 6.1 (a) A service provider that is under a declaration of ineligibility by the Government of Mauritius in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
 - (b) Proposals from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available on the PPO's website:
ppo.govmu.org

- (c) Service providers should submit a statement on past and present declaration of ineligibility, if any, by any international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Submission of Proposals

The proposals from the service providers shall be submitted in one envelope, including Technical and Financial proposals, and should follow the form given in the "Supplementary Information for Service Providers." The proposals will be received in the office of the Chairman, Mauritius Renewable Energy Agency up to 12.00 hours on 5th of May 2017

Address: Mauritius Renewable Energy Agency,
4th Floor, Celicourt Building, Celicourt Entelme Street, Port Louis

Proposals should **not** be forwarded by electronic mail.

8. Criteria and point system

Criteria and point system for the evaluation of the Technical Proposals are:

SN	Criteria	Points
(i)	Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference a) Technical approach and methodology b) Work plan c) Clear deliverables	30 - 50
(ii)	Service provider qualifications and competence for the assignment a) General qualifications b) Competency for the assignment c) Proven Experience in related field	40 - 60
(iii)	Training of in-house personnel a) Relevance of training program b) Training approach and methodology c) Experience of experts in training	10 - 15

Total points for the two criteria: 100. The minimum technical score required to pass is: **56 Points.**

9. Deciding Award of Contract

Qualification and experience of the service providers shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70

marks for Technical Proposals and 30 marks for Financial Proposals. Proposals from service providers should score at least 80% of the total marks for the Technical Proposals to be retained for further consideration.

Only those service providers scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the service provider scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked service provider and so on until an agreement is reached.

For Quality and Cost based selection, Least- Cost Selection and Fixed Budget selection, the financial negotiations will involve neither the remuneration rates nor other proposed unit rates.

Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

10. Please note that the *Mauritius Renewable Energy Agency* is not bound to select any of the service providers submitting proposals.
11. It is estimated that the minimum duration of the assignment shall be for a period of one (1) year. You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent to be spent in Mauritius and that in office outside Mauritius should be clearly indicated. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.
12. Please note that the cost of preparing a proposal and of negotiating a contract including visits to Mauritius, if any, is not reimbursable as a direct cost of the assignment.
13. Assuming that the contract can be satisfactorily concluded in one (1) year, you will be expected to take up/commence with the assignment in Six (6) weeks' time.
14. **Tax Liability**
Service Providers under the Expert Skills Scheme will not be required to file VAT Returns. The Ministry/Department will be required to retain the amount of VAT and credit same to MRA accordingly. The VAT amount payable in respect of each service provider shall be 15% of the fees paid in one month.

Tax Deduction at Source will be applicable to Professionals in line with applicable tax laws.
15. The service provider shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.
17. We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle.
18. The *Mauritius Renewable Energy Agency* would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

Dr A Suddhoo
Chairman

Enclosures:

Annexure 1: Terms of Reference

Annexure 2: Supplementary Information to Experts (Service Providers)

Annexure 3: Draft contract under which service will be performed

TERMS OF REFERENCE

Part 1. Background

The Mauritius Renewable Energy Agency (MARENA); has been created to oversee and promote the development of Renewable Energy (RE) in Mauritius and operates under the aegis of the Ministry of Energy and Public Utilities. The Agency is calling for applications for RE Expert(s) to lead Research on Renewable Energy.

The RE Expert(s) will be responsible for driving research under the guidance of the Board of MARENA. The applicant should be practically oriented and have relevant working experience with local, regional and international instances as well as with industry, academia and the public sector.

The position of RE Expert(s) will be tenable on a yearly renewable contract subject to the duration of the research projects assigned and to satisfactory performance review. The successful candidate should preferably have a PhD qualification in the relevant field from a recognised university with at least 7 years working experience and proven track record. The RE Experts(s) will be based at MARENA.

The Mauritian Diaspora is encouraged to apply

Part 2. The Services:

Objectives

The RE Expert is intended to:

1. engage into high end research, development and Innovation in the Renewable Energy for the benefit of the Republic of Mauritius
2. facilitate development of novel research in areas relevant to Renewable Energy that may respond to the needs of Agency and/ or may be further exploited by the Government
3. create opportunities for long term research-industry collaboration that can lead to the commercial exploitation of results in the country and/or region
4. secure alternative sources of funding, including international funding for sustainability of the research projects

Research Plan

1.1. The Candidate must submit a consolidated **research plan** in which s/he should clearly details:

1.1.1. Rationale for the research plan being proposed

1.1.2. The innovative aspect and originality of the proposed plan;

1.1.3. Clearly formulated goals

1.1.4. A feasible work plan with milestones and expected deliverables

1.1.5. Potential commercial outcomes of the research and development proposed to be undertaken over the proposed period (if any)

1.1.6. Budgetary allocations, logistical arrangements, research partnership considerations

1.2. Relevance of the proposal to Mauritius;

1.2.1. The research plan should highlight why and how the proposal will be beneficial for Mauritius. The potential impacts of the research results on the socio-economic front should also be explained in the research and innovation plan

Part 3. Facilities to be provided by the Mauritius Renewable Energy Agency

The Mauritius Renewable Energy Agency will offer logistics and facilitation for the duration of the projects. Office facilities will also be provided.

Part 4. Contract duration and fees

(a) Duration of initial contract

The position of RE Expert(s) will be tenable on a yearly renewable contract subject to the duration of the research projects assigned and to satisfactory performance review.

(b) Payment

The salary will be fixed at MUR 101,000. (plus other fringe benefits as per the PRB report 2016 recommendations for contract officers.)

Part 5. Deliverables

The RE Expert(s) will be expected to conduct the following Research Projects:

- Innovative Renewable Energy Technologies and their implementation for electricity generation, transport, pumping water and cooking
- Electricity Production from Biomass
- Waste to Energy production potential
- Renewable Energy Resource assessment



SUPPLEMENTARY INFORMATION FOR EXPERTS (SERVICE PROVIDERS)

Proposals

1. Proposals should include the following information:

(a) Technical Proposals

- (i) Curriculum Vitae of Service Provider (Form F-2).
- (ii) An outline of recent experience on assignments/projects of similar nature executed during the last eight years in the format given in Form F-3.
- (iii) Any comments or suggestions of the Service Provider on the Terms of Reference (TOR).
- (iv) A description of the manner in which the Service Provider would plan to execute the work.
- (v) The Service Provider's comments, if any, on the data, services and facilities to be provided by the *Mauritius Renewable Energy Agency* indicated in the Terms of Reference (TOR).

(b) Financial Proposals

The financial proposals should be given in the form of summary of Contract estimate in Form F- 4.

2. The proposals shall be submitted in one original and two copies

Contract Negotiations

3. The aim of the negotiations is to reach an agreement on all points with the Service Provider and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Service Provider's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in months or weeks and reporting schedules.

Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

Review of reports

5. A Monitoring Committee of at least three members will review all reports/deliverables and suggest any modifications/changes considered necessary within 15 days of receipt.



FORM NO.F-1

From:
.....
.....

To:
.....
.....

Sir

Hiring of Service Providersfor (.....)

I herewith enclose Technical and Financial Proposals for selection as Service Provider for the *Mauritius Renewable Energy Agency*.

I undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I will strictly abide by the Conduct for bidders and Contractors as provided under the Public Procurement Act 2006 of Mauritius.

I hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption during our participation in the bidding process and we commit ourselves to observe the same principles if the contract is awarded to me/us and during its execution. We understand that transgression of the above is a serious offence and appropriate actions will be taken against me/us.

Yours faithfully

Signature:
Full name:
Address:



FORM F-2

FORMAT OF CURRICULUM VITAE (CV) FOR SERVICE PROVIDERS

Name of Service Provider:.....
Profession:.....
Date of Birth:.....
Nationality:.....
Membership in Professional bodies.....

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last eight years, also give types of activities performed and employers references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: Day/Month/Year

[Signature of Service Provider]

Full name of Service Provider:.....



FORM F-3

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS

1. Outline of recent experience on assignments of similar nature:

Sl.No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)



FORM F-4

Cost Estimates of Services¹

Remuneration:

Service Provider's Name	Monthly Rate (in currency)	Working Months	Total Costs (in currency)
.....
		Sub-Total (Remuneration)

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room charges	Subsistence	Total	Days	

(b) Air fare				
(c) Lump Sum Miscellaneous Expenses ⁴ :				
			Sub-Total (Out-of-Pocket)	
			Contingency Charges:	
			Total Estimate:	

¹ Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

² Reimbursable at cost with supporting documents/receipts unless otherwise specified.

³ Per Diem is fixed per calendar day and need not be supported by receipts.

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portorage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

CONTRACT No.

SERVICE CONTRACT

BETWEEN

Mauritius Renewable Energy Agency

AND

(Name of Service Provider.....)



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THIS SERVICE CONTRACT entered into this *[date]*, between the(hereinafter called the "Client") and (hereinafter called the " Service Providers").

WITNESS THAT:

WHEREAS the *Mauritius Renewable Energy Agency* has determined the need to procure the services described, implied or referred to in this Contract, subject to the terms and conditions hereinafter set forth;

WHEREAS the Service Provider represents and affirms that he/she possesses the requisite experience, qualifications, capability and skill to perform the said services;

NOW THEREFORE the parties hereto have agreed as follows:

ARTICLE I
SCOPE OF SERVICES

1.1 The services to be performed by the Service Provider under this Contract (hereinafter called the "Services") are those described in the Terms of Reference attached hereto as Annex I to the present Contract. The Terms of Reference shall form an integral part of this Contract.

ARTICLE II
COMMENCEMENT OF SERVICES AND DURATION OF CONTRACT

2.1 The Service Providers shall commence the Services on *[date]* upon signature of the present Contract, and shall carry out the Services in a manner most suited to the requirements of the Contract and in accordance with the schedules and time limits established under the Terms of Reference (annex I) or indicated by the *Mauritius Renewable Energy Agency*.

2.2 The Services shall be for calendar days, or whatever period as indicated by the *Mauritius Renewable Energy Agency*, beginning on the date of commencement of the Services, and ending not later than

ARTICLE III
DUTIES OF THE SERVICE PROVIDER

3.1 The Service Provider shall perform the services with all due care, diligence and efficiency, in accordance with the highest standards of professional competence, organization and responsibility, and in a manner acceptable to the *Mauritius Renewable Energy Agency*).

- 3.2 The Service Provider shall:
- (a) regularly report to, and obtain direction and guidance from the *Mauritius Renewable Energy Agency* on all matters arising from or relating to the present Contract;
 - (b) promptly comply with such instructions as may be issued from time to time by the *Mauritius Renewable Energy Agency* in connection with the performance of the services.
- 3.3 The Service Provider shall perform the services to the satisfaction of the *Mauritius Renewable Energy Agency* in accordance with the Terms of Reference and at such intervals as the *Mauritius Renewable Energy Agency* may require.
- 3.4 The Service Provider shall keep and maintain accurate and complete accounts in respect of expenditure incurred under the present Contract in such form and detail as shall be satisfactory to the *Mauritius Renewable Energy Agency* for the purposes of making payment or settlement under the Contract, where applicable.
- 3.5 The Service Provider shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.
- 3.6 The Service Provider shall seek and obtain any visas or residence permits that he/she may require to carry out the services and perform his/her obligations under the present Contract. The *Mauritius Renewable Energy Agency* shall, as necessary, assist the Service Provider in obtaining such visas and/or permits.

ARTICLE IV
PAYMENT FOR THE SERVICES

- 4.1 The *Mauritius Renewable Energy Agency* shall pay to the Service Provider, in respect of the services, the various amounts specified in Annex II to this Contract (hereinafter referred to as the "Contract Amount").
- 4.2 The Contract Amounts shall be paid to the Service Provider in accordance with the modalities specified in Annex II to the present Contract, which forms an integral part hereof.

ARTICLE V
CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

- 5.1 All documents, statistics, reports, data and other information provided, created, obtained or made available to the Service Provider in connection with or by virtue of the present Contract, shall be treated as confidential by the Service Provider, and the Service Provider shall not be entitled to use or make copies of them for any purpose that is not

related to the present Contract.

- 5.2 The documents, statistics, reports and data under the preceding paragraph shall, upon the completion of Services or termination of this Contract, be promptly returned to the *Mauritius Renewable Energy Agency*.
- 5.3 Any study, report or other material, graphic, software or otherwise, prepared by the Service Provider for the Client under the Contract shall belong to and remain the property of the Client. The Service Provider may retain a copy of such documents and software.

ARTICLE VI **ASSIGNMENT AND SUB-CONTRACTING**

- 6.1 Except with the prior written consent of the *Mauritius Renewable Energy Agency*, the Service Provider shall not:
- (a) in whole or in part, assign, transfer or otherwise dispose of, his/her rights or obligations under the present Contract;
 - (b) sub-contract, or otherwise transfer responsibility for, the whole or any part of the Services.

ARTICLE VII **LIABILITY OF THE SERVICE PROVIDER**

- 7.1.1 The Service Provider shall abide by, and take all measures necessary to enable him/her comply with all laws and regulations in force in any place where the Services are to be wholly or partially performed.
- 7.2 The Service Provider shall be fully liable for the consequences of any error or omission on his/her part or for any damage caused by negligence on his/her part in carrying out the Services or performing his/her obligations under the present Contract.

ARTICLE VIII **FORCE MAJEURE**

- 8.1 Neither party to the present Contract shall be responsible for any delay or failure to perform the obligations under the Contract if the delay or failure is attributable to force majeure.
- 8.2 In the event of force majeure which delays performance of the whole or any part of the present Contract for more than sixty (60) days, either party shall have the right, by notice in writing to the other party, to terminate the Contract.
- 8.3 For purposes of this Article, an event of force majeure shall mean an unforeseen and unavoidable event beyond the reasonable control and contemplation of the party invoking

the existence of such event, and which impacts directly on the discharge of the obligation under the Contract.

ARTICLE IX
TERMINATION OF CONTRACT

- 9.1 The *Mauritius Renewable Energy Agency* may, upon giving not less than seven (7) days' notice in writing to the Service Provider, terminate the present Contract for cause if the Service Provider has failed to perform the Services or to comply with his/her other obligations under the Contract.
- 9.2 The *Mauritius Renewable Energy Agency* may, at its option, terminate this Contract when it is in the interest of or for the convenience of the *Mauritius Renewable Energy Agency* to do so, provided that the Service Provider shall in that event be given a notice of not less than fifteen (15) days of such termination.
- 9.3 The Service Provider may terminate the present Contract if the *Mauritius Renewable Energy Agency* has, within a period of forty five (45) days after the due date, failed to pay any amount due to him/her in respect of which no dispute has arisen.
- 9.4 The parties hereto may by mutual agreement terminate this Contract.
- 9.5 If the present Contract is terminated under this Article, the *Mauritius Renewable Energy Agency* shall be liable only for payment, in accordance with the payment provisions of the Contract, for the Services actually rendered prior to the effective date of termination, together with such other amounts incidental to the termination as may be reasonable in the circumstances.

ARTICLE X
DISPUTE SETTLEMENT

- 10.1 Any dispute arising out of or in connection with the present Contract shall, unless it is amicably settled, be decided upon by the *Board of the Mauritius Renewable Energy Agency* who shall transmit his decision in writing to both parties.
- 10.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for arbitration under the applicable law.

ARTICLE XI
MODIFICATION OR AMENDMENT

- 11.1 Except by mutual agreement in writing between the parties, no change, modification or amendment shall be made to the present Contract.

11.2 Notwithstanding the preceding paragraph, the *Mauritius Renewable Energy Agency* may at any time order or require changes in the scope of the Services. If such changes add to or reduce the cost of the Services, the Contract Amount shall be adjusted accordingly.

ARTICLE XII
EFFECTIVE DATE

12.1 The present Contract shall enter into force on the date of its signature by both parties.

12.2 Unless terminated under Article VIII or IX above, the present Contract shall expire upon completion of the Services and the discharge of all obligations arising out of or under the Contract.

ARTICLE XIII
CHANNEL OF COMMUNICATIONS AND NOTICES

13.1 For the purposes of the present Contract, the authorized representative of the *Mauritius Renewable Energy Agency* shall be the Accounting Officer or such other officer as he may designate for this purpose.

13.2 Any communication, notification, submission, notice, demand or request under the present Contract shall be deemed to have been duly transmitted if it shall have been delivered by hand, mail, or facsimile by either party to the other at the appropriate address indicated below, or at such other address as that other party may have indicated:

For the Mauritius Renewable Energy Agency

Mail Address :.....

For the Service Provider

Mail Address :.....

Telephone :.....

E-mail :.....

ARTICLE XIV
GOVERNING LAW

14.1 This Contract shall be governed by, and construed in all respects in accordance with, the Laws of Mauritius.

IN WITNESS WHEREOF the parties hereto have caused the present Contract to be signed in their respective names in two original counterparts in English/French on the date first above written.

FOR THE Mauritius Renewable Energy Agency FOR THE SERVICE PROVIDER

.....

Annexure 1- Terms of Reference

Annexure 2- Contract Amount and method of payment