



Pre-Offer Conference - Meeting Minutes

Procurement Reference: MCABEPQC/QCBS-26-3006

Procurement Title: Consultancy to Develop the Energy Act

Date: 23rd July 2026

Time: 9:30 – 10:38 a.m. CST

Venue: Virtual (Microsoft Teams)

1. Introduction

The Pre-Offer Conference for the Consultancy to Develop the Energy Act was held virtually to provide prospective offerors with an overview of the procurement requirements and an opportunity to improve the preparation of the offers.

Ms. Carolyn Crawford, MCA-Belize Procurement Director, welcomed participants and thanked them for their interest in the procurement. Participants were reminded that the purpose of the meeting was to facilitate a better understanding of the solicitation documents and that only written responses issued through the mechanisms stated in the solicitation document constitute official clarifications.

2. MCA/MCC Belize Representatives

The following representatives participated in the conference:

- Carolyn Crawford – MCA-Belize Director, Procurement & Grants
- Juan Carlos Barahona – Procurement Agent Manager
- Ryan Cobb – Managing Director, Energy Project, MCA-Belize
- Jenner Edelman – MCC Resident Country Director
- Michael B. McEntire – MCC Sr. Director, Program Acquisition & Assistance

- Dr. Marcia Bouloy – Executive Director, MCA Belize
- Deon Kelly – Acting Energy Director, Ministry of Public Utilities, Energy and Logistics
- Stacy Rivers – Procurement Agent Administrative Assistant

Representatives of interested consulting firms also attended.

3. Procurement Overview

Guidelines for the session were mentioned:

- Attendance at the conference is not a mandatory requirement for participation in subsequent stages of the procurement process.
- Minutes will be provided to all prospective Offerors and posted on MCA-Belize website.
- For questions that require a detailed review, participants will be requested to submit a formal Request for Clarification in writing, in accordance with the tender clarification procedure.

The Procurement Agent Manager (PAM), Mr. Juan Carlos Barahona, presented an overview of the procurement process and the Request for Offers (RFO) document, highlighting the following:

- The Millennium Challenge Corporation (MCC) Procurement Principles were described and confirmed as an integral part of this selection process.
- The procurement is conducted using the **Quality and Cost-Based Selection (QCBS)** method.
- The structure of solicitation consists of two parts and specific sections:

Part 1 – Selection Procedures

- Instructions to Offerors (ITO);
- Procurement Data Sheet (That complements the ITO);
- Qualification and Evaluation Criteria;
- Technical Offer Forms / Financial Offer Forms, and
- Terms of Reference (TOR);

Part 2 – Contract Documents

- General Conditions of Contract (GCC);
- Special Conditions of Contract (SCC that complements the GCC)
- Contract Forms
- Annexes

- Offerors are advised to carefully review both Part 1 and Part 2 of the solicitation documents when preparing their offers. The contract forms included in Part 2 will serve as the basis for drafting the contract with the successful Offeror.
- Technical proposals will first be evaluated.

- Only financial proposals from eligible and technically qualified offerors will be opened.
- **Technical proposals shall not contain any price information.**
- Clarification requests must be submitted only through the official procurement email identified in the solicitation.
- Responses to clarification requests will be shared with all prospective offerors.
- Offers must be submitted electronically through the **Dropbox link** provided in the RFO. Hard-copy or email submissions will be rejected.
- Proposal validity shall be a minimum of **120 days**.
- The estimated budget for this consultancy is **US\$800,000**, inclusive of both the base assignment and optional services. This amount is just an estimation for indicative purposes. Offerors need to analyze carefully their own proposed price, noting that a Price Reasonableness Analysis (PRA) will be conducted.
- Consultants may not participate in more than one offer. Individual experts may participate in more than one Offer.

4. Consultancy Overview

The Managing Director of Energy Project, Mr. Ryan Cobb, presented the objectives, background and scope of the consultancy.

Belize's current legislative framework governing the energy sector requires modernization to support:

- Renewable energy;
- Distributed generation;
- Electric mobility;
- Institutional reforms; and
- Improved sector governance.

The consultancy will support the Government of Belize in preparing a comprehensive Energy Act together with related legislative amendments and institutional reforms, including the legal establishment of a Department of Energy.

The consultancy deliverables include:

- Inception Report;
- Gap Analysis Report;
- Draft Energy Act;
- Draft amendments to related legislation;
- Final legislative package; and
- Implementation Framework.

An optional extension of up to six months *may be* exercised by MCA Belize and includes support for implementation activities, legislative assistance, workshops, technical briefs, and public awareness materials.

5. Evaluation Methodology

The Procurement Agent Manager (PAM) explained that proposals will undergo. This process includes:

Administrative Review

Verification of eligibility and that all required submission documents have been provided.

Technical Evaluation

Technical proposals will be evaluated out of **100 points** using the published evaluation criteria and scoring methodology.

The evaluation includes:

- Firm Experience and Relevant Portfolio;
- Proposed Methodology, Approach and Workplan;
- Organization and staffing; and
- Qualifications and experience of key personnel.

The minimum passing technical score is **75 points**.

Financial Evaluation

Only proposals achieving the minimum technical score will proceed to financial evaluation.

Final rankings will be determined using the following weighting:

- Technical Proposal – 80%
- Financial Proposal – 20%

6. Proposal Preparation

Participants were reminded to:

- Use only the offer templates provided;
- Ensure CVs follow the prescribed format;

- Ensure staffing schedules align with TOR and proposed deliverables;
- Complete all required eligibility forms; and
- Carefully review the contract conditions before submission.
- Avoid “Last minute submission”. Late offers ***will be*** rejected.

7. Common Proposal Preparation Errors

The PAM highlighted several common errors that may result in rejection or adversely affect evaluation, including:

- Late submission;
- Offer validity below the required period;
- Unsigned submission forms;
- Submission by unauthorized signatories;
- Incomplete proposal forms;
- Inclusion of price information in the technical offer;
- Unrealistic or unbalanced pricing;
- Arithmetic errors;
- Poor description of relevant experience;
- Proposing personnel who do not meet qualification requirements;
- Inconsistencies between staffing, methodology and work plan; and
- Submission of generic methodologies that do not adequately address the Terms of Reference.

Offerors were encouraged to complete internal quality reviews before submission.

8. Questions and Responses

The following questions were raised during the conference.

Question 1

Are bidders required to submit pricing for the optional six-month extension?

Response

Yes. Financial proposals should include pricing for both the base services and the optional services. Optional services should be presented separately.

Question 2

Does the published estimated budget include the optional services?

Response

Yes. The estimated budget of USD 800,000 includes both the base Services and the Optional services.

Question 3

Can a prime consultant rely on the corporate experience of a specialized sub-consultant to satisfy the firm's experience requirements?

Response

Participants were requested to submit this question through the formal clarification process. An official written response will be issued to all prospective offerors.

Question 4

Will clarification responses be issued before the published clarification response deadline?

Response

MCA-Belize will endeavor, where practicable, to respond to Requests for Clarification before the deadline for issuing responses to inquiries. However, Bidders are hereby advised that MCA-Belize reserves the right to provide responses to any or all Requests for Clarification on the final date established for responding to inquiries.

Question 5

What happens if no proposal achieves the minimum technical score of 75 points?

Response

As provided in the Qualification and Evaluation Criteria, MCA Belize reserves the right to invite the highest technically ranked offeror to negotiate the technical and financial proposal if no proposal attains the required minimum technical score.

Question 6

Is attendance at the proposal opening mandatory?

Response

No. Attendance at the proposal opening is optional.

Question 7

Can firms that did not attend the pre-offer conference submit clarification requests?

Response

Yes. Clarification requests may be submitted by any prospective offeror. Attendance at the conference is not a prerequisite for participation in the procurement.

9. Closing

Participants were thanked for their interest in the procurement.

Offerors were encouraged to:

- Carefully review all solicitation documents;
- Submit clarification requests before the specified deadline;
- Prepare proposals that fully address the Terms of Reference and Contract information; and
- Submit proposals well in advance of the submission deadline to avoid technical difficulties.

The conference concluded with appreciation to all participants for their attendance at 10:38 am CST.

Attachments:

- **RFP-26-3006-Pre-Offer-Conference-Presentation**
- **Attendance List**



Pre-Offer Conference

**Request for Offers (RFO)
MCA-B/EP/QCBS/26/3006**

Consultancy to Develop Energy Act

23 July 2026 / 9:30 am



Carolyn Crawford / MCA-Belize Procurement Director



Ryan Cobb / MCA-Belize Managing Director – Energy Project

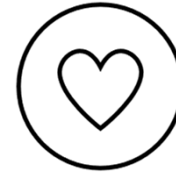


Juan C. Barahona / Procurement Agent Manager



SCOPE OF THE PRE-OFFER CONFERENCE

- Pre-Offer conferences are encouraged to avoid misunderstanding and mistakes in Offers which can be difficult to cure after submission of the Offer.
- Attendance is not mandatory
- Minutes will be provided to all prospective Offerors and posted on MCA-Belize website
- We will be pleased to address any general questions during this Pre-Bid Conference. However, for questions requiring a detailed review, interpretation of the bidding documents, or clarification of specific requirements, we kindly request that participants submit a formal Request for Clarification in writing. This will allow us to carefully evaluate the inquiry and provide an official response that is communicated consistently and fairly to all prospective bidders, ensuring transparency and equal access to information throughout the procurement process.
- This presentation is provided for informational purposes only. In the event of any discrepancy or inconsistency, the provisions set forth in the RFO document, together with any subsequent clarifications and/or amendments, shall prevail and govern the procurement process.



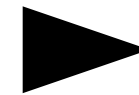
MCC PROCUREMENT PRINCIPLES

- Open, fair, and competitive procedures must be used in a transparent manner to solicit, award, and administer contracts and to procure goods, works, and services

- Solicitations for goods, works, and services must be based upon a clear and accurate description of the goods, works, and services to be acquired.

- Contracts must be awarded only to qualified and eligible contractors that have the capability and willingness to perform the contracts in accordance with their terms on a cost effective and timely basis.

- No more than a commercially reasonable price



Open to all eligible offerors, Bid Challenge, Notifications

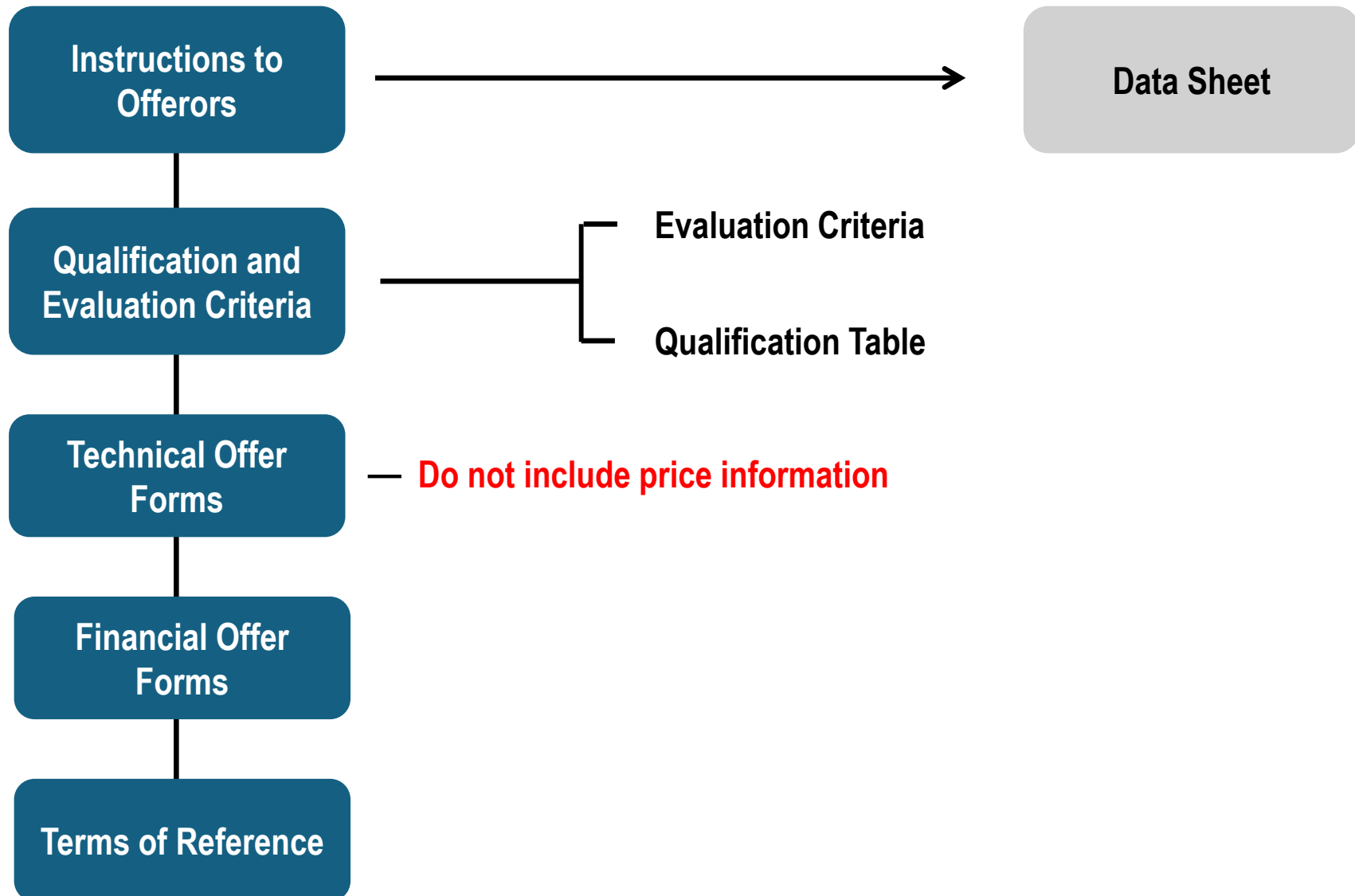
Instruction to Offerors, Tender clarifications, TOR

Evaluation Criteria, acceptance of contract terms

Price Reasonableness Analysis (PRA)

SCOPE OF THE RFO

Part 1 – Selection procedures



Procurement Method: Quality and Cost Based Selection (QCBS)

Deadline to request clarifications: 31 July 2026 / pabelize@charleskendall.com

Responses can be issued on: 10 August 2026

Proposals Submission Deadline: 21 August 2026, 14:00 hours (Belize)

Format: Microsoft office or PDF / Paper proposals or sent by email proposal shall be rejected / the proposals shall be submitted through the provided Dropbox link

Password Protection:

MCA-Belize does not require password protection for the Technical/Financial offer. However, if an offeror elects to submit a technical/financial offer with password protection, the password should be sent no later than 15 minutes before the technical/financial opening

Validity of offers: 120 days after the submission deadline

Language: English

Estimated Budget: USD 800,000

Currency: USD (United States Dollars)

Sub-consultant (If any): May not participate in more than one offer

Individual Expert: May participate in more than one offer



CONTRACT DOCUMENTS

Part 2 – Contract Documents

**General Conditions
of Contract**



**Special Conditions
of Contract**

Contract Forms

Annexes

General Conditions of Contract: [Link provided in the RFP](#), offerors must download and review before submitting an offer

Special Conditions of Contract:

GCC 10.5 Resident project manager: [Not required](#)

GCC 13.2: [Procedure for disputes or claims](#)

GCC 17.3: [Payment schedule \(Linked to deliverables for Base Services and Option Services \(If exercised\)\)](#)

GCC 18: [The applicable tax treatment shall be governed by Section 2.8 and Annex VI of the Millennium Challenge Compact between the United States of America and the State of Belize](#)



SCOPE OF CONSULTANCY

Project Background – The Energy Landscape

Belize's Energy Sector is at a Critical Juncture

Heavy Dependency: Despite significant renewable potential (hydro, solar, biomass), Belize remains heavily dependent on imported electricity and fossil fuels for backup generation.

- **Result:** Exposure to global price volatility and climate vulnerabilities.

Outdated Legislation: The existing *Electricity Act (Cap. 221)* is outdated and pre-dates the current liberalized market structure.

- **Fails to Address:** Integration of Variable Renewable Energy (VRE), distributed generation (net billing), energy efficiency, and electric mobility.

Strategic Shifts: Recent government moves (e.g., acquisition of hydroelectric dams, multiple Independent Power Producers) have created an urgent need for updated governance rules.

Need for Institutional Reform: The Energy Act will legally establish the **Department of Energy (DoE)** as the central technical authority within MPUEL, with a clear mandate for sector planning, data management, and promotion of productive uses of energy.

The Solution – Purpose of the Consultancy

Closing the Gap Between Policy and Reality

The Goal: To construct a modernized legal, institutional, and regulatory ecosystem that:

- Reflects contemporary energy sector dynamics.
- Strengthens regulatory effectiveness.
- Advances Belize's national development strategies.

Key Projects Under this Consultancy:

1. Draft a new **Energy Act** (repeal & replace Cap. 221).
2. Draft amendments to the **Public Utilities Commission (PUC) Act**.
3. Design the legal instrument and structure for the establishment of a **Department of Energy (DoE)**

Stakeholders – A Multi-Sectoral Effort

Government & Regulators:

- **Executing Agency:** Millennium Challenge Account-Belize (MCA-Belize)
- **Partner Agency:** Ministry of Public Utilities, Energy and Logistics (MPUEL)
- **Regulator:** Public Utilities Commission (PUC)
- **Other Government Bodies:** Ministry of Finance, Attorney General's Ministry, Department of Environment, Statistical Institute of Belize.

Energy Sector Entities:

- **Utility:** Belize Electricity Limited (BEL)
- **Generators:** Independent Power Producers (IPPs)
- **Future Operator:** Independent System Operator (ISO) - *To be enabled by this Act.*

Economic & Civil Society Stakeholders:

- **Productive Use Sectors:** Agriculture, Fisheries, Tourism, Agro-processing Cooperatives.
- **Private Sector:** Belize Chamber of Commerce.
- **Civil Society:** Consumer/Pro Users/Installer Associations, Academic Institutions.

Scope of Services – The Four Phases

Phase 1: Diagnostic Review & Gap Analysis

- A deep-dive legal review of existing acts (Electricity Act, PUC Act).
- Benchmarking against international best practices (CARICOM, SIDS).
- Institutional mapping and identification of gaps.
- Coordination with a parallel consultancy developing new Grid Codes.

Phase 2: Legislative & Policy Drafting

- **Drafting the Core Legal Instruments:** New Energy Act, PUC Act Amendments, DoE Establishment Instrument.
- **Focus Areas:** ISO enabling provisions, Productive Uses of Energy (PUE), Energy Information System (EIS), Universal Access Fund, licensing, tariff principles, and transition/grandfathering clauses.

Phase 3: Stakeholder Engagement & Validation

- Formation of a Technical Working Group (TWG).
- Facilitation of targeted thematic workshops.
- Public consultation for broader input and validation of the draft framework.

Phase 4: Finalization & Implementation Roadmap

- Final legal package, incorporating all feedback.
- Development of a phased legal and institutional roadmap for enactment and capacity building.

Scope of Services – Key Drafting Focus Areas

The new Energy Act will cover (but is not limited to):

- **Institutional Governance:** Establishment of the **DoE** with a clear organogram and mandate, strictly separated from PUC's regulatory independence.
- **Independent System Operator (ISO):** Legal authorization to establish a future ISO, including principles for functional independence and cost recovery.
- **Productive Uses of Energy (PUE):** Dedicated provisions to promote energy for income-generating activities (e.g., agro-processing, tourism, cold chains).
- **Market & Licensing:** Comprehensive licensing for utility-scale, IPPs, and distributed generation. Provisions for non-discriminatory open access.
- **Universal Access:** A legal framework for a fund to finance last-mile electrification and support PUE infrastructure in rural areas.
- **Transition & Investment Protection:** Clear grandfathering provisions for existing licenses and PPAs to ensure legal certainty for investors.

Deliverables Base Contract

Deliverable	Description
1. Inception Report	Detailed methodology, work plan, and stakeholder mapping.
2. Gap Analysis Report	Final report identifying legal and institutional gaps.
3. Draft Energy Act (v.1)	Full annotated draft of the new Energy Act.
4. PUC (Amendment) Bill & DoE Organogram	Draft amendments and the proposed organogram for the Department of Energy.
5. Final Legal Package	The final version of the Energy Act, PUC Amendment Bill, and DoE Establishment Instrument.
6. Implementation Framework	Phased roadmap for enactment, capacity building, transition management, and KPIs.

Deliverables (Optional Extension – 6 Months)

- **Extension Work Plan:** Updated plan for post-enactment support.
- **Two-Week Training Workshop:** For DoE and PUC staff on the new legislation and operational implementation.
- **Technical Briefs & Testimony Support:** For the Minister and Attorney General during National Assembly hearings.
- **User Guides & Public FAQ:** Simple, user-friendly guides for consumers, enterprises, and investors.

Key Challenges to Anticipate:

Challenge	Recommendation
1. Legislative & Technical Alignment: The need to integrate a new Energy Act with a new, separately developed set of Grid Codes without duplication.	Propose a robust coordination plan with the parallel Grid Code consultancy. Early and continuous alignment is critical.
2. Stakeholder Coordination: Balancing the interests of diverse and sometimes conflicting stakeholders (BEL, IPPs, government, consumers, PUE sectors).	Design a clear, proactive stakeholder engagement strategy. Show you understand the importance of "buy-in" for a successful legislative reform.
3. Institutional "Non-Encroachment": Strictly defining the Department of Energy's role to avoid undermining the statutory independence of the PUC.	Propose a precise legal definition of the DoE's mandate. Show you understand how to draft a "non-encroachment" clause that is both clear and enforceable.
4. Transition & Investment Risk: Managing existing PPAs and licenses with "grandfathering" clauses to ensure investor confidence while transitioning to a new framework.	Demonstrate your specific experience with drafting transition provisions that balance the public interest with contract sanctity and investment protections.
5. Data Scarcity: The scoping exercise for the Energy Information System may reveal data gaps.	Propose flexible, phased approaches for the EIS that focus on core data first.



Tender Document Walkthrough

- Section III Qualification and Evaluation Criteria
- Technical Offer Forms
- Financial Offer Forms



COMMON ERRORS TO AVOID

- Submitting offers after the deadline
- Offer validity less than the minimum required (120 days)
- Wrong contact details of previous assignments. MCA-Belize will verify references
- Technical Offer Submission Form not signed or signed by unauthorized person
- Incomplete Technical and/or Financial Forms
- Ignoring clarification requests – Wrong email address provided
- Offer unrealistic prices
- Include price information in the technical offer
- Arithmetical errors
- Failing to describe correctly the relevant experience
- Key Personnel do not meet the requirements
- Include conditions in the offer that contradict the contract
- Inconsistent information
- Unrealistic level of effort
- Present “copy-paste” from TOR for the Methodology-Approach without detailed analysis

QUESTIONS

Pre-Offer Conference
Consultancy to Development of Energy Act
MCA-B/EP/QCBS/26/3006

Attendance Register (Prospective Offerors)

No	Name	Email
1	Wahida Hussaini	Wahida.Hussaini@equatorcompany.com
2	HERRENO VILLA Quemi	q.herreno@janson.be
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4	Fernando Álvarez	falvarez@mrc-consultants.com
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