



Pre-Offer Conference - Meeting Minutes

Procurement Reference: MCA-B/EP/QCBS/26/3009

Procurement Title: Consultancy to Develop Dispatch Regulations

Date: 11th August 2026

Time: 9:51a.m – 10:54 a.m. CST

Venue: Virtual (Microsoft Teams)

1. Introduction

The Pre-Offer Conference for the **Consultancy to Develop Dispatch Regulations** was held virtually to provide prospective Offerors with information concerning the qualification and evaluation requirements, contract conditions, proposal preparation, and the anticipated procurement process. The meeting experienced technical difficulties due to the link published in the SPN not functioning as intended. To facilitate access to the meeting, an alternate link was subsequently provided to all registered participants.

Ms. Carolyn Crawford, MCA-Belize Director, Procurement & Grants, 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 – Belize and MCC, & PUC Representatives

The following representatives participated in the conference:

- Carolyn Crawford –Director, Procurement & Grant, MCA-Belize
- Juan Carlos Barahona – Procurement Agent Manager

- Arton Citaku – Senior Procurement Specialist
- Justine Hufford – Deputy Country Director, MCC
- Ryan Cobb – Managing Director, Energy Project, MCA-Belize
- Ernesto Gomez – Public Utilities Commission Belize
- Christopher Lanza – Public Utilities Commission Belize
- Andrew Robateau – Public Utilities Commission Belize
- 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
- Terms of Reference (TOR);

Part 2 – Contract Documents

- General Conditions of Contract (GCC);
- Special Conditions of Contract (SCC that complements the GCC)
- Contract Forms and 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\$1,600,000.00**. 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.
- Sub-consultants may not participate in more than one offer; Individual experts may participate in more than one offer.

4. Consultancy Overview

Mr. Ernesto Gomez, Director, Public Utilities Commission Belize, provided an overview of the **Consultancy to Develop Dispatch Regulations** and the regulatory context.

The Public Utilities Commission regulates Belize's energy sector. Independent power producers are regulated through Power Purchase Agreements (PPAs), each of which must be approved by the regulator before execution. The single buyer/retailer is regulated through a rate-of-return framework based on regulated asset values.

The regulator also performs the role of system operator. The system operator purchases electricity and distributes it to customers on a pass-through basis.

The purpose of the consultancy is therefore to develop comprehensive **Dispatch Regulations and Procedures** to ensure that electricity is dispatched efficiently and at the least possible cost while maintaining system reliability and respecting existing contractual arrangements.

Consultancy Deliverables

The consultancy is expected to:

- Develop comprehensive dispatch regulations;
- Develop detailed operating procedures for dispatching;

- Establish hydropower optimization and reservoir management procedures;
- Develop protocols for solar photovoltaic (PV) generation and battery energy storage systems (BESS);
- Establish forecasting, scheduling, curtailment and reserve requirements;
- Develop and calibrate a fair and robust penalty mechanism;
- Assess system constraints and identify required hardware and software investments;
- Strengthen capacity within the system operator's dispatch room and the Public Utilities Commission;
- Establish appropriate monitoring, compliance and reporting mechanisms; and
- Support the transition of the dispatch regulations and procedures into an operational and enforceable framework.

Renewable Energy and Battery Storage

The PUC explained that Belize expects significant solar PV deployment by approximately 2028, together with battery storage.

The BESS is expected to serve multiple purposes, including:

- Stabilizing the system following increased solar penetration;
- Supporting dispatch decisions;
- Providing opportunities for energy arbitrage; and
- Reducing electricity costs when diesel generation or purchased energy is relatively expensive.

The future dispatch framework will therefore need to support rapid, minute-to-minute operational decisions and short-term forecasting, including one- and two-hour forecasts.

Dispatch Efficiency and Cost Control

The PUC highlighted the financial significance of effective dispatch decisions. The system operator currently dispatches more than approximately **US\$500,000 of electricity per day**, meaning that dispatch errors can have significant financial consequences.

The consultancy is expected to develop rules, procedures and systems that reduce the potential for unnecessary costs and improve the consistency and reliability of dispatch decisions.

System Constraints and Infrastructure

The consultant will be expected to assess the existing communications and control infrastructure supporting dispatch operations, including radio links, microwave links, fiber optics and power-line carrier (PLC) systems.

The PUC noted that some elements of the existing PLC infrastructure are approximately 30 years old and may require replacement or modernization.

The consultancy should identify the hardware and software investments required for the system operator to comply with the future dispatch regulations.

Curtailment, Congestion and Distributed Generation

The dispatch regulations are expected to establish clear principles and authorities for curtailment, particularly in circumstances involving:

- Excess solar production;
- Distributed generation;
- Loss of load;
- Transmission congestion; and
- Reserve requirements.

The PUC emphasized the need for clear rules allowing dispatchers to take appropriate curtailment actions when necessary.

Distributed generation is already subject to regulation, but the consultant will need to consider how distributed generation can be incorporated into the dispatch framework without adversely affecting customers or system stability.

The consultant should also consider the implications of distributed generation that does not have grid-forming capability.

Compliance, Monitoring and Penalty Mechanism

The consultant will be expected to establish a comprehensive compliance and monitoring framework, including:

- Key Performance Indicators (KPIs);
- Performance benchmarks;
- Tolerance bands and exceptions;
- Penalty formulas;
- Escalating penalties where applicable;
- Dispute resolution procedures; and
- Specific reporting requirements.

The framework should establish clear obligations for the system operator and other relevant parties to report performance, non-compliance and related matters to the regulator.

Regulatory Drafting and Capacity Building

The consultancy will also include:

- Regulatory drafting to enable the dispatch regulations to become legally enforceable;
- A validation process;
- Preparation of manuals and templates;
- Development of training materials;
- Assessment of system operator constraints and required software;
- Capacity building, particularly within the control room;
- Pilot validation; and
- Finalization of dispatch regulations and procedures.

Proposed Consultancy Duration

The PUC presented a preliminary implementation estimate consisting of:

- **Tasks A–M (Base Services):** approximately 90 weeks; and
- **Task N (Option Services):** approximately 24 weeks.

The PUC emphasized that these durations are preliminary and that Offerors are expected to propose their own appropriate implementation schedule based on their methodology and assessment of the assignment.

5. Key Personnel and Evaluation Methodology

The PAM explained that the following positions are identified as Key Personnel:

- **Team Leader**
- **Power System Engineer**
- **Regulatory/Legal Expert**
- **BESS and Renewable Energy Specialist**

Offerors must provide information concerning the relevant experience and academic qualifications of the proposed Key Personnel.

The Procurement Agent Manager (PAM) further explained that proposals will undergo a comprehensive evaluation process in accordance with the Request for Offers (RFO). This process includes:

Administrative Review

- Verification of proposal completeness and compliance with submission requirements.

- Confirmation that all required forms are completed and signed.
- Review of eligibility and compliance with mandatory requirements.

Technical Evaluation

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

The evaluation includes:

Evaluation Criterion	Maximum Points
Firm Experience & Past Performance	20
Proposed Methodology and Approach	25
Work Plan & Deliverables Feasibility	15
Key Personnel Qualifications and Experience	40
Total	100

The minimum technical score required to pass is **75 points**.

Financial Evaluation

Only proposals achieving the minimum technical score will proceed to financial evaluation. Financial proposals will undergo an administrative completeness review, arithmetic check, and price reasonableness analysis before scoring.

Final rankings will be determined using the following weighting:

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

6. Proposal Preparation

Participants were reminded to:

- Submit separate **Technical** and **Financial** proposals, ensuring that no pricing information is included in the Technical Proposal.
- Use only the prescribed technical and financial offer forms provided in the Request for Offers (RFO).
- Complete and sign all required submission forms, as unsigned or incomplete submissions may be rejected.
- Submit proposals electronically through the designated **Dropbox link** only; proposals submitted by email or in hard copy will not be accepted.
- Include proposals in **PDF format**, with editable Microsoft Office versions encouraged.
- Ensure proposals remain valid for a minimum of **120 days** after the submission deadline.

- Submit any requests for clarification by **August 17, 2026**, and carefully consider any clarifications or amendments issued before finalizing proposals.
- Carefully review the **Terms of Reference, General Conditions of Contract, and Special Conditions of Contract** prior to submission.
- Avoid last-minute submissions, as late proposals will not be accepted.

7. Common Proposal Preparation Errors

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

- Failure to meet the mandatory qualification requirements;
- Late submission of proposals;
- Submission of incomplete or unsigned proposal forms;
- Submission by unauthorized methods (email or hard copy instead of the designated Dropbox link);
- Failure to include all required technical and financial forms;
- Inclusion of price information in the Technical Proposal;
- Material deviations, reservations, or omissions from the Request for Offers (RFO);
- Failure to meet the required proposal validity period of 120 days;
- Arithmetic errors or unrealistic/unbalanced pricing in the Financial Proposal; and
- Failure to adequately demonstrate the required organizational experience, methodology, technical capacity, or qualifications of key personnel.

Offerors were encouraged to complete internal quality reviews before submission.

8. Questions and Responses

The following questions were raised during the conference.

Question 1

Could you please share the ToRs?

Response

A complete set of bidding documents may be obtained by interested eligible offerors upon registration through the following link:

[Fill | Registration for Proposal \(RFP\) - Consultancy to Develop Dispatch Regulations](#)

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 with sufficient time before the submission deadline to avoid technical difficulties.

The conference concluded at 10:54 am CST with appreciation to all participants for their attendance.

Attachments:

- **RFP-26-3009-Pre-Offer-Conference-Presentation**
- **Attendance List**



Pre-Offer Conference

**Request for Offers (RFO)
MCA-B/EP/QCBS/26/3009**

Consultancy to Develop Dispatch Regulations

11 August 2026



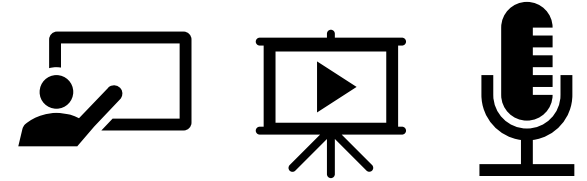
Carolyn Crawford / Director, Procurement & Grants



Mr. Ernesto Gomez / Belize Public Utilities Commission

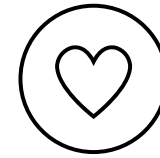


Juan C. Barahona / Procurement Agent Manager



PURPOSE AND 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.
- Questions will be taken at the end of the presentation



MCC PROCUREMENT PRINCIPLES

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, as determined

How they are applied to the RFO

Open to all eligible offerors,
Notifications,
Bid Challenge

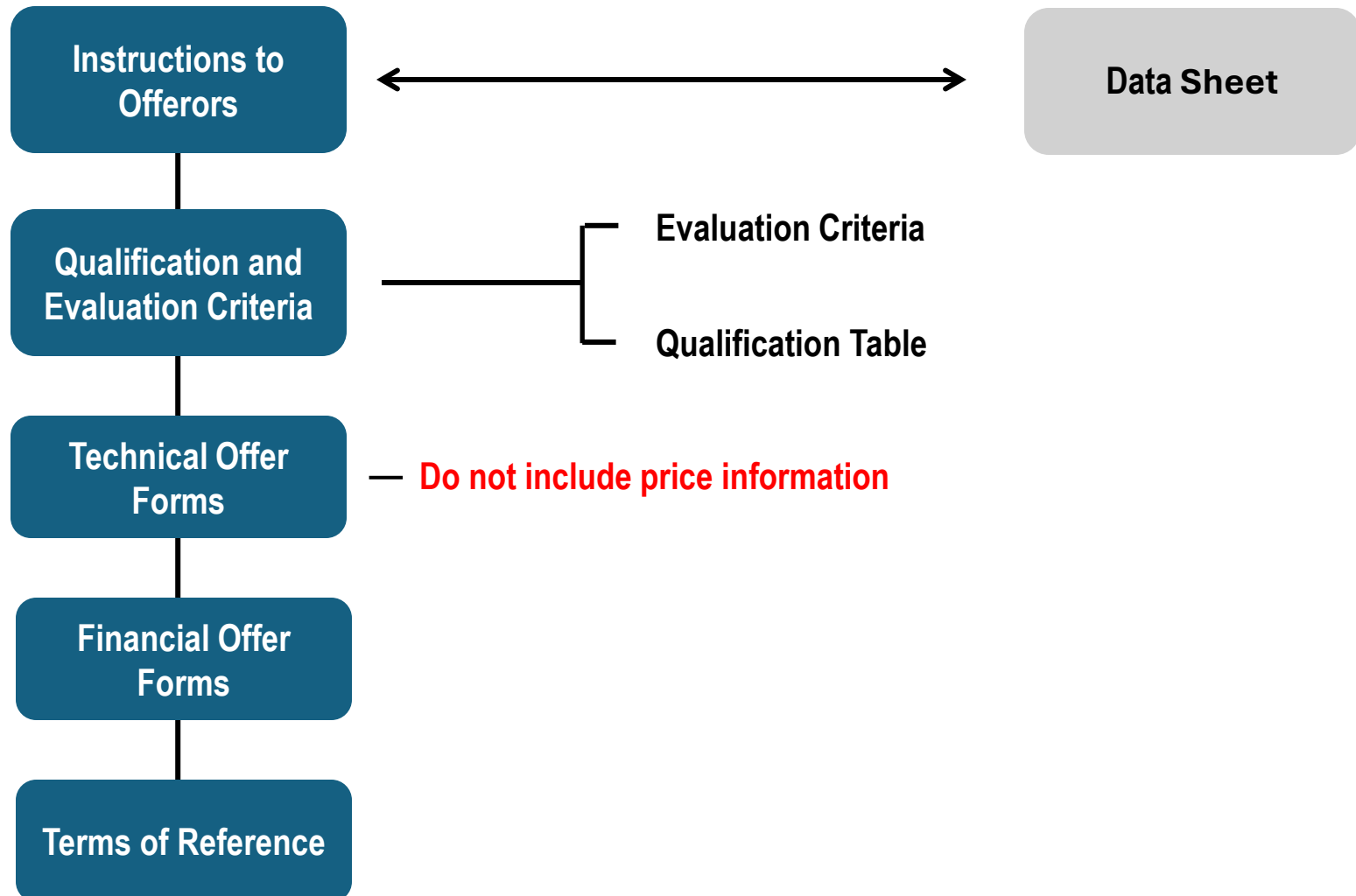
Instruction to Offerors,
Tender clarifications,
TOR

Evaluation Criteria,
acceptance of contract
terms

Price Reasonableness
Analysis (PRA)

OVERVIEW OF THE REQUEST OF OFFERS (RFO)

Part 1 – Selection procedures



Procurement Method: Quality and Cost Based Selection (QCBS)

Deadline to submit written clarifications: 17 August 2026 /
pabelize@charleskendall.com

Responses issued on: 25 August 2026

Proposals Submission Deadline: 18 September 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 and Financial offer. However, if an offeror elects to submit a technical and financial offers with password protection, the password should be sent no later than 15 minutes before the opening of the technical and financial offers

Validity of offers: 120 days after the submission deadline

Language: English

Estimated Budget: USD 1,600,000

Currency: USD (United States Dollars)

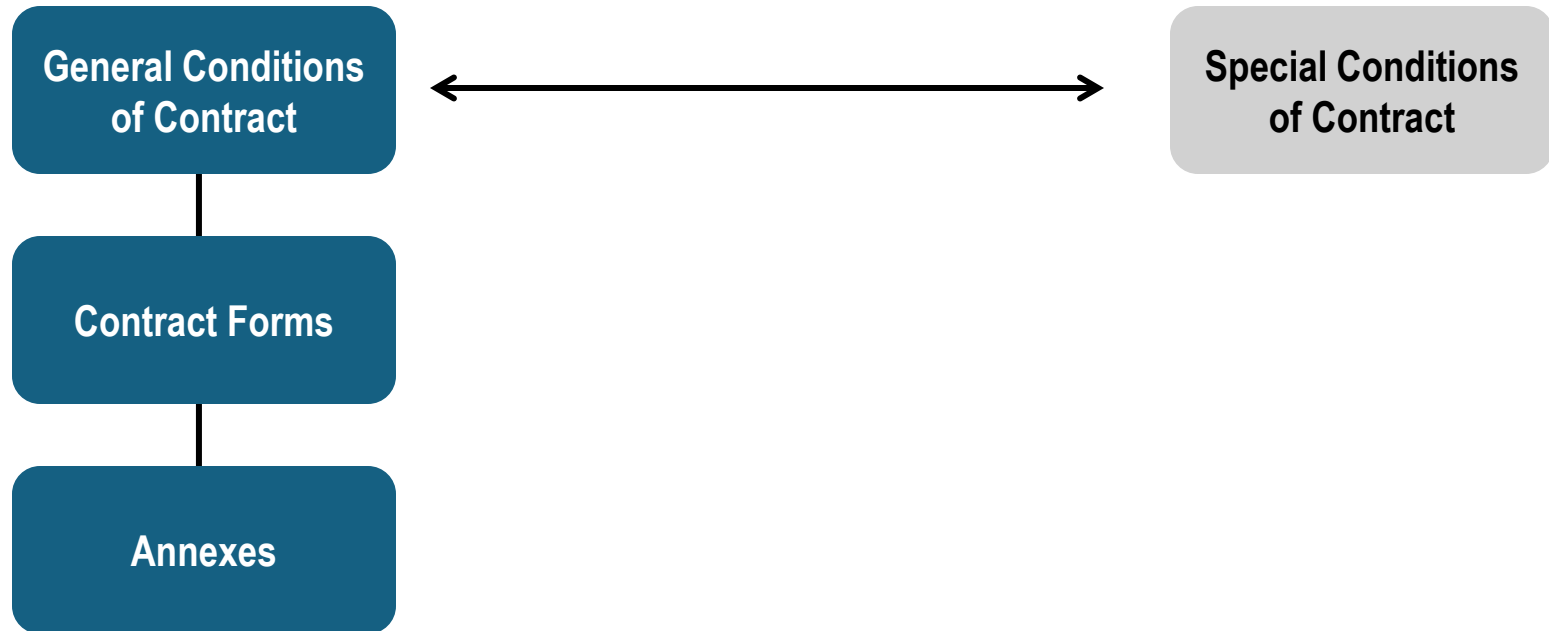
Sub-consultant (If any): May not participate in more than one offer

Individual Expert: May participate in more than one offer



CONTRACT DOCUMENTS

Part 2 – Contract Documents



General Conditions of Contract: Link provided in the RFO, offerors must download and review before submitting an offer

Special Conditions of Contract:

GCC 10.5 Resident project manager: Shall be required

GCC 13.2: Procedure for disputes or claims

GCC 17.3: Payment schedule (Linked to deliverables)

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

Terms of Reference

- **Background**
- **Brief description of the scope of services**
- **Base services (Tasks and Duration)**
- **Optional Services (If exercised, Tasks and Duration)**
- **Deliverables**

Brief Description of the Scope of Service

Objective:

1. Develop comprehensive Dispatch Regulations mandating SCED
2. Draft detailed operational dispatch procedures for BEL.
3. Establish hydropower optimization and reservoir management
4. Design protocols for solar PV and BESS forecasting, scheduling, curtailment, and reserves
5. Develop and calibrate a robust, fair, and enforceable penalty mechanism
6. Assess BEL's operational constraints and identify hardware and software investments needed to comply fully with the Regulations.
7. Build PUC staff capacity for monitoring, auditing, and enforcement of the Dispatch Regulations.

Brief Description of the Scope of Service

Task A — Inception & Workplan

- Confirm project objectives, scope boundaries, and key assumptions with the PUC;
- Identify all stakeholders
- Develop a detailed workplan
- Prepare a risk register with mitigation strategies;
- Issue a comprehensive data request list;

Propose a data confidentiality and handling protocol

Brief Description of the Scope of Service

Task B — Legal & Regulatory Review

- Review applicable laws, regulations, licenses, and grid codes governing dispatch
- Map all active PPAs and identify clauses affecting dispatch
- Identify inconsistencies between existing contractual arrangements and SCED principles
- Recommend mitigation measures

Brief Description of the Scope of Service

Task C — System Baseline & Gap Analysis

- Inventory generation assets and characteristics
- Review transmission constraints
- Assess SCADA/EMS/market management systems (MMS)
- Evaluate existing forecasting
- Identify all constraints and gaps that would prevent BEL from implementing the future dispatch rules
- Provide a prioritised implementation roadmap including indicative costs (where feasible).

Brief Description of the Scope of Service

Task D — SCED Design & Merit Order Framework

The Consultant shall develop the foundational SCED design framework, including:

Core Elements

- Security-Constrained Economic Dispatch (SCED) formulation incorporating AC Optimal Power Flow (AC-OPF)
- Merit order determination and cost components
- Protocols for integrating Day-Ahead and Intraday dynamic import pricing (e.g., CFE)
- Dispatch time horizons, including the mandatory regulatory filings
- Co-optimisation of energy and ancillary

Resource-Specific Rules Outline

Hydropower/Solar PV/BESS/System Operation/Compliance Framework Outline

Brief Description of the Scope of Service

Task E — Resource-Specific Dispatch Optimization (Hydropower, Solar PV & BESS)

- Establish seasonal reservoir targets for hydropower facilities.
- Define water value methodology
- Define scheduling and economic dispatch rules for interconnection imports
- Set rules for coordination with hydropower owners/operators,
- Set forecasting standards for variable renewable energy
- Define scheduling and dispatch protocols for BESS
- Establish curtailment principles
- Specify protocols for grid constraints and congestion management
- Define scheduling, visibility, and control protocols for Distributed Generation (DG)

Brief Description of the Scope of Service

Task F — Compliance, Monitoring & Penalty Mechanism

- Define KPIs
- Design benchmarking
- Propose tolerance bands and exceptions
- Draft penalty formula, escalation schedule, and dispute resolution process
- Specify reporting requirements and data retention standards

Brief Description of the Scope of Service

General administrative Tasks

Task G — Regulatory Drafting & Synthesis

Task H — Stakeholder Consultation & Validation

Task I — Procedures Manual, Templates & Training Materials

Task J — Assessment of System Operator Constraints & Required Hardware/Software Investments

Task K — Capacity Building

Task L — Pilot Validation (Shadow Operations)

Task M — Final Dispatch Regulations & Procedures

Task N — Optional: Implementation Support (6 Month Optional Extension, if exercised)

Base and Option Services – Tasks, Duration and Deliverables

Base Service

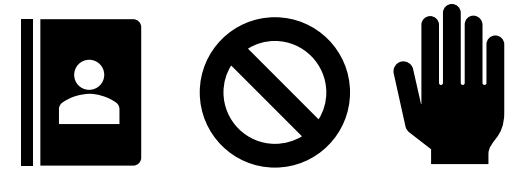
- Tasks: **A to M**
- Duration: **90 weeks**
- Deliverables: **13**

Option Service

- Task: **N**
- Duration: **24 Weeks**
- Deliverables: **4**

Procurement Estimated Timeline

- Estimated contract signing and Effective Date: **November 2026**



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
- Price information in the technical offer
- Arithmetical errors
- Failing to describe correctly the relevant experience
- Key Personnel do not meet the requirements
- Conditions in the offer that contradict the contract
- Inconsistent information
- Unrealistic level of effort
- “copy-paste” from TOR for the Methodology-Approach without detailed analysis



Tender Document Walkthrough

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

QUESTIONS AND ANSWERS

Closing Remarks and Next Steps

Pre-Offer Conference
Request for Offers (RFO)
MCA-B/EP/QCBS/26/3009
Consultancy to Develop Dispatch Regulations
11-Aug-26

No.	Name	Email	Representing	Country
1	Vikas Singh (External)	vikas.singh@claremontif.com	Claremont Infrastructure Finance	USA
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