PUBLIC UTILITIES COMMISSION OF SRI LANKA

MINUTES OF THE PRE-PROPOSAL MEETING

Consultancy for Formulating the Regulatory Framework for Open Access in the Electricity Industry of Sri Lanka

Meeting	Pre-Proposal Meeting on Consultancy - Formulating Regulatory Framework for Open Access in the Electricity Industry of Sri Lanka
Date	Tuesday (exact date not stated in the meeting record)
Time	10.00 a.m. to 12.00 noon
Venue / Mode	Microsoft Teams Meeting / BOC Merchant Tower

1. Purpose of the Meeting

The meeting was convened to brief prospective consultants on the scope and objectives of the consultancy and to provide an opportunity to seek clarification on the Request for Proposals (RFP), including the technical requirements, evaluation process, deliverables, workshops, financial proposal, and submission arrangements.

2. Opening and Introductions

PUCSL welcomed the prospective consultants and explained that the purpose of the pre-proposal meeting was to clarify any technical qualifications, terms, conditions, or other matters arising from the RFP. The technical overview was then presented by the relevant PUCSL officers. The transcript records introductions by PUCSL representatives and representatives of prospective consulting firms, including A&A Consultants.

3. Overview of the Consultancy

- The assignment arises from the new Sri Lanka Electricity Act and the sector reforms associated with the unbundling of the electricity industry.
- Open access is a critical component of the new electricity-sector regime and a precursor to the future national electricity market.
- PUCSL will perform a facilitation role as regulator and technical authority, while the relevant legal obligations rest with the Ministry.
- The consultancy is intended to build capacity within PUCSL and relevant agencies, foster stakeholder consensus, develop a discussion paper and implementation roadmap, and prepare the necessary policy, legal, regulatory, and associated instruments for introducing and operationalising open access.

4. Scope of Work and Expected Outputs

Needs assessment and capacity building: Undertake an assessment of current needs and conduct training and workshops for PUCSL and relevant stakeholders on market design, open access regimes, and the role of the National System Operator.

Discussion paper: Prepare a discussion paper identifying the key operational, technical, and economic parameters relevant to the Sri Lankan electricity industry and network.

Stakeholder consultation and roadmap: Present the discussion paper through an appropriate consultation process, build stakeholder consensus, and develop a phased implementation roadmap.

Draft regulatory instruments: Identify and prepare the required draft regulations, rules, licensing instruments, possible grid-code amendments, and other associated instruments. The list is to be determined by the consultant through professional review and due diligence and is not limited to instruments already identified by PUCSL.

Validation and finalisation: Facilitate stakeholder and public consultation, incorporate feedback, and finalise the proposed regulatory framework and implementation roadmap.

5. Clarifications Discussed

Subject	Clarification / Response
Methodology	PUCSL did not prescribe a single mandatory methodology. Proposals will be assessed on their merits and on how effectively the proposed methodology addresses the TOR and scope of work.
International and regional experience	Consultants are expected to draw on relevant international and regional best practices and adapt them to Sri Lanka. The proposal should explain the suitability, advantages, and practical application of the recommended approach.
Preferred open-access model	PUCSL did not state a preferred model. Suitable options and the recommended model are expected to emerge from the consultant's analysis and the stakeholder consultation process.
Training expectations	Training should raise the knowledge of key stakeholders to a level that enables meaningful participation in consultation and consensus building. The consultant should propose appropriate modules, materials, and resource persons.
Regulatory instruments	PUCSL will not provide an exhaustive list. The consultant is responsible for reviewing the applicable policy, legal, regulatory, and institutional framework and identifying the complete set of instruments required.
Workshops and consultations	The TOR indicates multiple consultation and capacity-building activities. No fixed number was prescribed. The consultant should justify the number, nature, participants, and approach in the technical proposal. The transcript discussed a practical minimum of approximately three principal events, but PUCSL did not impose a formal minimum.
Workshop costs	The costs of proposed workshops and consultations are to be addressed in the consultant's financial proposal. Consultants should balance technical effectiveness and cost.
Estimated staff inputs	The personnel inputs shown in the RFP were discussed as estimates rather than fixed minimums. Consultants may propose justified adjustments through their methodology and proposal.
Budget information	The approved or estimated budget was not to be disclosed at the pre-proposal stage. If the selected proposal exceeds the available provision, the matter would be handled through the applicable management and approval process.

Subject	Clarification / Response
Participation in this meeting	Attendance at the pre-proposal meeting was confirmed as not compulsory.

6. Evaluation and Selection Process

- The selection method is Quality and Cost Based Selection (QCBS).
- The technical proposal carries a weight of 80% and the financial proposal carries a weight of 20%.
- A minimum technical score of 70 marks out of 100 is required to qualify for opening of the financial proposal.
- Only the financial proposals of technically qualified consultants will be opened. The combined technical and financial scores will determine the highest-ranked proposal.
- The technical evaluation will consider relevant assignment experience, the proposed approach and work plan, organisation and staffing, and the qualifications and experience of key experts, as set out in the RFP.

7. Payment Milestones and Advance Payment

- The meeting discussed linking payments to the principal deliverables and indicated five milestone payments of 20% each, subject to confirmation from the CPCD and formal communication through the published meeting minutes or clarification.
- Consultants seeking an advance payment would be required to provide the applicable advance-payment guarantee. PUCSL noted that consultancy payments are normally made against completed deliverables and milestones.

8. Proposal Submission and Further Clarifications

- The proposal submission date stated during the meeting was 1 October, with a strict closing time of 2.00 p.m. Late proposals would not be accepted.
- Technical and financial proposals are to be submitted separately in accordance with the instructions in the RFP data sheet.
- Further clarification requests may be submitted up to 14 days before the proposal submission deadline. The meeting discussion referred to 16 September as the intended clarification cut-off.
- Material clarifications or new information affecting the RFP will be published on the PUCSL website so that the information is available consistently to prospective consultants.