

REQUEST FOR PROPOSALS FOR THE TELEMATICS SOLUTION FOR ELECTRIC VEHICLE PILOT
(NDC-TEC: WP.IV.1, SAINT LUCIA)
Addendum No. 1 – Clarifications to the RFP

RFP Issue Date: 17 September 2025
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Brief Description
The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE), under the NDC Transport, Energy and Climate (NDC-TEC) initiative, issued a Request for Proposals (RFP) for the supply, installation, and operation of a telematics solution to support an electric vehicle pilot in Saint Lucia. This activity, implemented under Work Package IV.1 (WP.IV.1), supports Saint Lucia’s transition to e-mobility by replacing twenty-two government-owned internal combustion vehicles with new electric vehicles across several ministries and government agencies. The pilot aims to demonstrate the feasibility of EV integration in government operations while establishing a robust data-monitoring framework for fleet performance, charging, and maintenance. The telematics system will enable real-time data collection and enable evidence-based analysis of key operational metrics to assess the viability of sustainable transportation in the national context, with lessons learned informing regional replication and scalability under the broader NDC-TEC programme. This Addendum provides clarifications in response to questions received from interested bidders regarding the Telematics Solution Pilot (NDC-TEC: WP.IV.1, Saint Lucia). The questions have been consolidated and addressed below to ensure fairness, transparency, and consistency in the procurement process. This document forms an integral part of the Request for Proposals and must be considered in the preparation of all submissions.

RESPONSES TO CLARIFYING QUESTIONS

1. Hardware and Installation

1.1. Will all 22 electric vehicles provide full CAN bus access through the OBD-II port, or will additional OEM-specific support be required for integration?

Response: All 22 vehicles should have CAN bus access via OBD-II. Additional details will be provided to the awarded contractor.

1.2. Will vehicle installations be conducted at a central depot or across multiple ministry sites, and will workshop facilities be provided for installation activities?

Response: Installations will occur at the agreed location for each pilot beneficiary institution. Workshops facilities will not be provided by CCREEE.

1.3. Are bidders required to use Saint Lucian technicians for installation, or may regional technicians conduct the work with local support?

Response: Technicians are not required to be Saint Lucian, however, bidders must ensure local after-sales support.

1.4. Should the devices include multi-SIM capability or satellite connectivity to ensure reliable data transmission given variable network coverage across Saint Lucia?

Response: Bidders should propose suitable solutions to support reliable coverage.

2. Platform and Software

2.1. Should the platform be hosted regionally, or is international cloud hosting acceptable?

Response: The platform does not need to be hosted regionally. International cloud hosting is acceptable, provided that data privacy standards are ensured.

2.2. Does CCREEE require integration with government IT systems, or is a standalone platform sufficient?

Response: Integration with government IT systems is not required, a standalone system is sufficient for the pilot.

2.3. Are there branding preferences or is vendor branding acceptable?

Response: Vendor branding is acceptable.

2.4. Beyond the standard CSV and JSON formats, are there specific open data standards (e.g., ISO 15143 or OCPP) that the system should conform to for data export?

Response: CSV/JSON are required, other standards are optional.

3. Data and Reporting

3.1. In addition to the monthly performance reports, is real-time dashboards and ad-hoc reporting capabilities required?

Response: Real-time dashboards are required to support fleet monitoring with provisions for global accessible via mobile application and/or web interface.

3.2. May vendors use anonymized or aggregated data for benchmarking, with CCREEE's approval?

Response: Anonymized data may be used with CCREEE's and the relevant beneficiary's written approval.

3.3. For cost-per-kilometre and related financial metrics, should vendors use Saint Lucia's actual electricity tariffs, or are generic kWh rates acceptable?

Response: The use of Saint Lucia's actual electricity tariffs or rates applicable to government institutions will be required.

3.4. Should the platform incorporate external environmental data, such as grid carbon intensity, to calculate greenhouse gas (GHG) savings?

Response: *Generic GHG emission calculations based on avoided fuel. Integration of external environmental datasets, such as grid carbon intensity, is not required but may be proposed as an optional value-added feature.*

4. Training and Support

4.1. How many fleet managers, operators, and administrators are expected to participate in training under this assignment?

Response: *The exact number of personnel to be trained will be confirmed at a later date, however, all nine beneficiaries will have fleet managers, operators, and administrators that are expected to be trained.*

4.2. Should training materials be provided in English only, or are French or Creole translations also required?

Response: *English-only materials are required, no requirement for any translations.*

4.3. Will CCREEE require on-the-ground technical support in Saint Lucia throughout the contract period, or will remote support with periodic visits be sufficient?

Response: *On-the-ground support is required for maintenance and after-sales service. In-person training is preferred but does not exclude remote support options.*

4.4. Is a “train-the-trainer” approach preferred to build local capacity?

Response: *Yes.*

5. Commercial and contractual

5.1. Are there any anticipated delays in vehicle procurement that could affect the commencement of the telematics installation and data collection timeline?

Response: *The six-month data collection timeline will begin only after all vehicles have been equipped with telematics devices and confirmed operational. If there are delays in vehicle procurement or installation, the start of data collection as well as related deliverables and payment milestones will be adjusted accordingly*

5.2. Should bidders include the cost of mobile data and SIM transmission in their lump-sum financial proposal, or will these costs be covered separately by CCREEE or the Government of Saint Lucia?

Response: *Bidders should include mobile data/SIM costs in their financial proposal.*

5.3. Will telematics hardware imported for this project be exempt from import duties and taxes?

Response: *Yes.*

5.4. The TOR outlines milestone-based payments. Will partial or early completion of deliverables qualify for earlier disbursements?

Response: *Bidders have the flexibility to propose alternative payment structures, including subscription models, within their financial proposal.*

5.5. Should bidders include optional proposals for extending access to the telematics platform beyond the nine-month pilot period (e.g., subscription model)?

Response: Options for extending platform access may be proposed as optional but would not be part of the current pilot contract.

6. Additional Queries

6.1. Will there be an opportunity for bidders to provide a demonstration or showcase of their proposed solution prior to contract award?

Response: Live demonstrations will not form part of this procurement process. Screenshots or images capturing platform features within the technical proposal are recommended.

6.2. What will be the criteria for determining a successful pilot, and how will the results influence post-pilot continuation or scale-up?

Response: Success of the telematics solution will be assessed based on system uptime, support, data reliability and overall user satisfaction. Telematics solutions beyond the nine-month period will be dependent on the Government of Saint Lucia and not the CCREEE.

6.3. Can CCREEE confirm the final deadline for submission of proposals and the required components of the submission package?

Response: The technical and financial submission deadline is October 15th, 2025.