



# BUSINESS OPPORTUNITIES FAIR



Asian Development Bank Headquarters, Manila, Philippines

## 9<sup>th</sup> ADB Business Opportunities Fair

### Procurement of Goods and Works

### By Jeffrey Taylor, Director, PFP1

### 14 March 2018

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# Procurement of Works and Goods

- Why pursue ADB funded Goods and Works Contracts?
- ADB's Procurement Guidelines
- How to identify Opportunities for Goods and Works Contracts
- Bidding Dos and Don'ts

# Why pursue ADB funded Goods and Works Contracts?

- Significant budgets for goods and works
- Gateway to new opportunities in fast growing emerging economies across multiple sectors
- Funds are available
- Internationally accepted procurement procedures
- Risks related to transparency, fairness and integrity of procurement activities mitigated through ADB oversight
- Support a worthy development mission

# Regional Multi-lateral Development Bank with HQ in Manila, Philippines



# Asian Development Bank

- ADB is an international development finance institution whose mission is to help its developing member countries reduce poverty and improve the quality of life of their people.
- Established in 1966, ADB has committed \$231.53 billion in loans to the vision of an Asia and Pacific region free of poverty.

# Areas of Focus and Results

- ADB operations are designed to support the three complementary agendas of inclusive economic growth, environmentally sustainable growth, and regional integration. ADB employs its limited resources in its areas of comparative strength—the core areas of:
  1. Infrastructure (water, energy, transport, urban development, information and communications technology)
  2. Environment
  3. Regional Cooperation and Integration
  4. Finance Sector Development
  5. Education

# Other areas of assistance

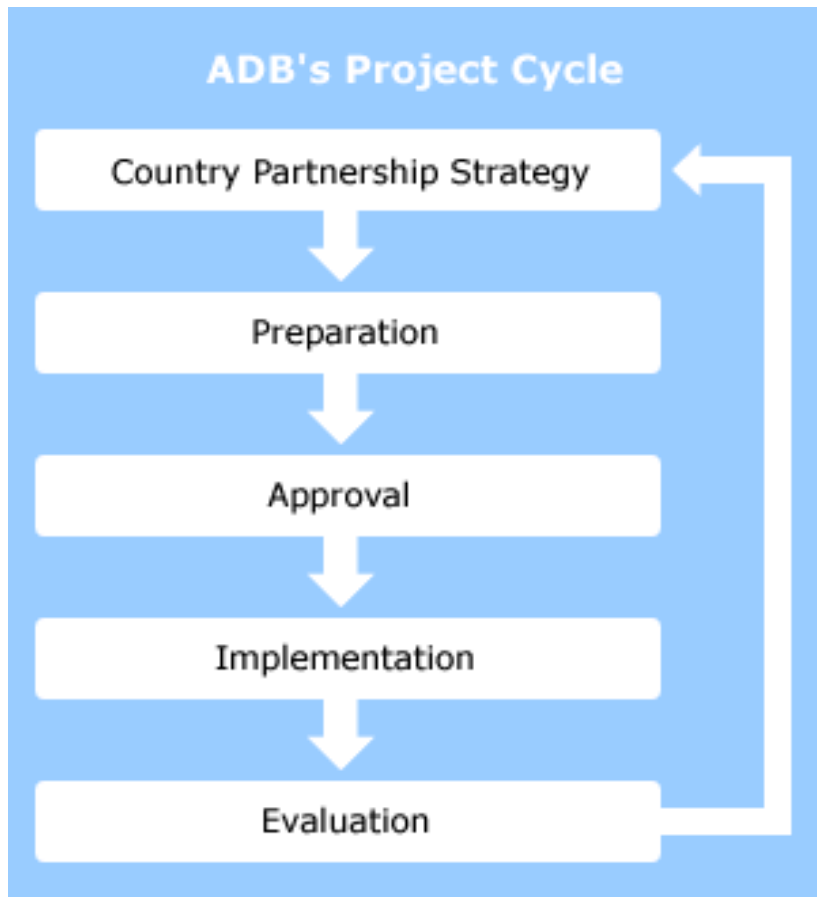
- ADB also operates on a limited scale in other areas, including
- Health
- Agriculture and Natural Resources
- Public Sector Management

# How much assistance does ADB provide?

- ADB operations reached **\$28.9 billion** in 2017, a 9% decrease from \$31.6 billion in 2016.
- ADB's approvals of loans, grants, equities and guarantees for sovereign and non sovereign operations reached **\$19.1 billion** – a 10% increase from \$17.4 billion in 2016. Non-concessional loans from ADB's Regular Ordinary Capital Resources (OCR) amounted to \$16.8 billion. Concessional loans from Concessional Ordinary Capital Resources (COL) reached \$1.7 billion, while grants from the Asian Development Fund (ADF) reached \$551 million. Technical Assistance increased by around 22% to \$206 million from 2016's \$169 million figure.



# ADB Project Cycle and Business Opportunities



- Staff consultants
- PPTA consultants
- Loan/ Grant consultants
- Suppliers/ Contractors
- Staff consultants

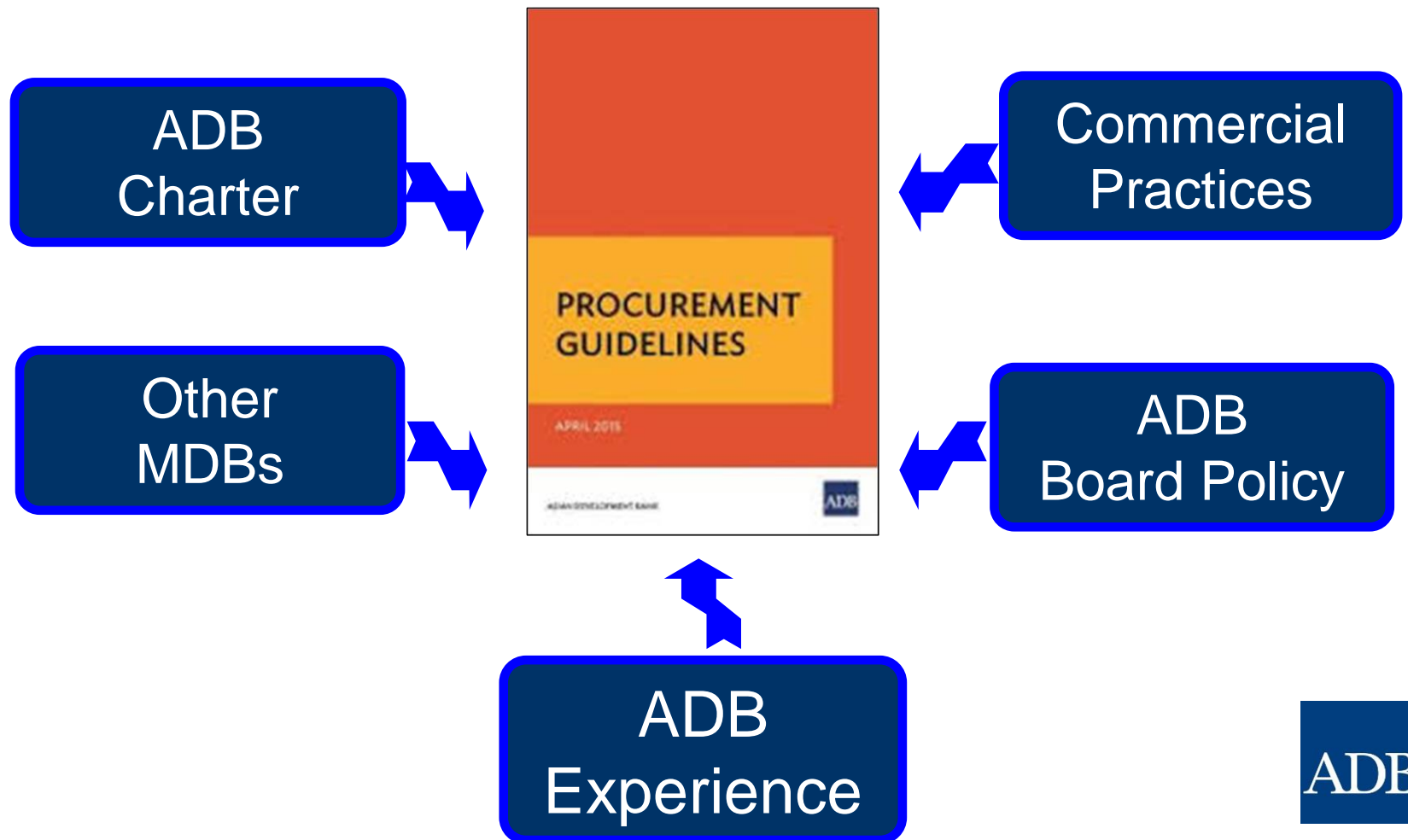
# Procurement of Goods and Works



ADB Procurement  
Guidelines (2015)

ADB Procurement Reform  
( 2017)

# ADB Procurement Guidelines - Sources



# ADB Procurement

## ADB Oversight

- The Borrower (Executing Agency) is responsible for procurement of goods and works
- ADB reviews the procurement activities of EAs to ensure compliance with ADB Guidelines

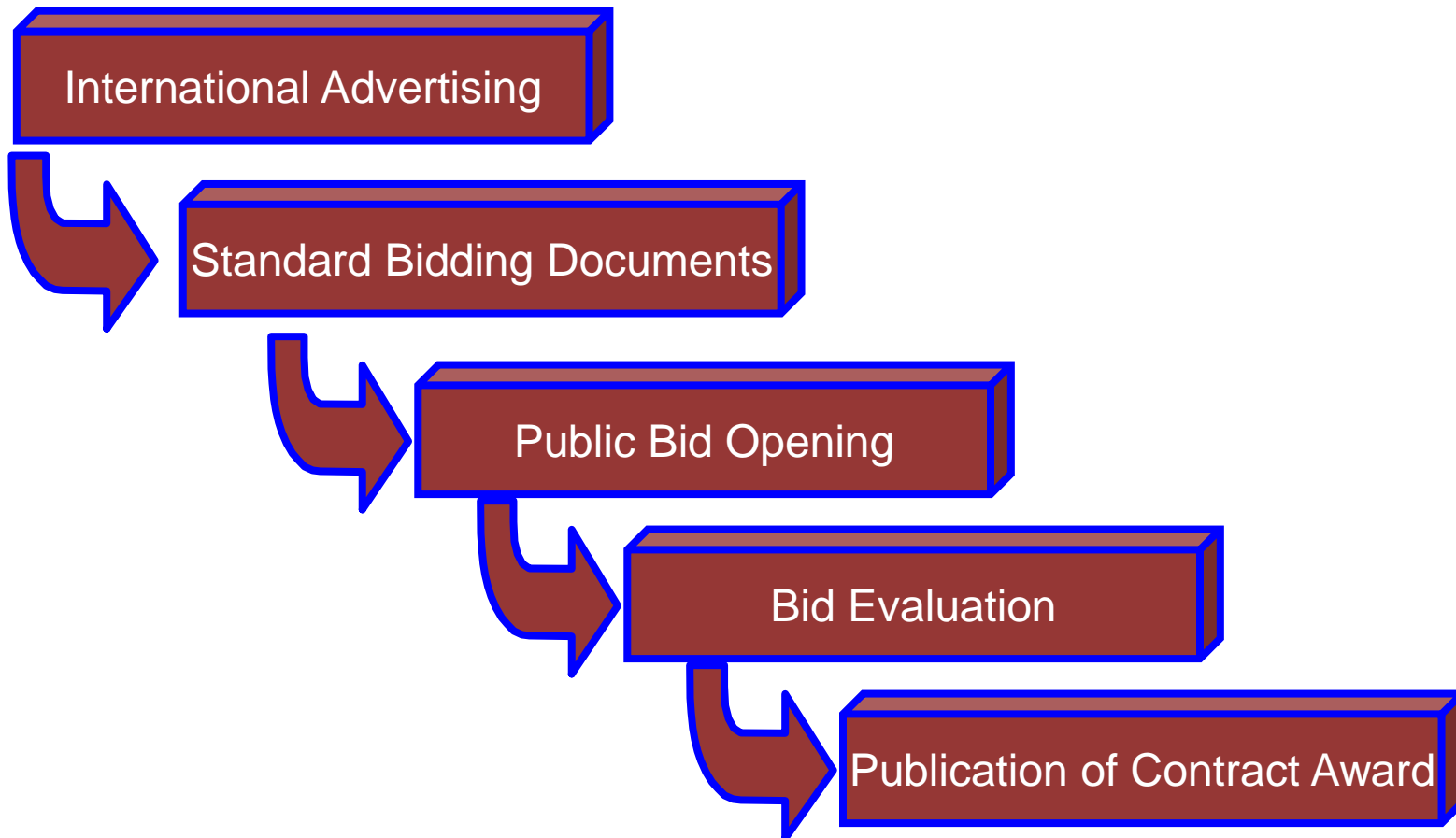
# Overarching Principles

- Economy and efficiency
- Transparency
- Fairness
- Promotion of domestic industries
- Eligible source of goods and works

## New Policy additions

- Value for Money and Fitness for Purpose
- Quality

# International Competitive Bidding – Default Procurement Method



# Other Procurement Methods

- Limited International Bidding
- National Competitive Bidding
- Shopping
- Direct Contracting
- Force Account
- Community Participation in Procurement

# Open Competitive Bidding

- OCB will replace ICB and NCB
- Possible application of standstill period
- Improved complaints handling mechanism



# Use of ADB Standard Bidding Documents

The screenshot shows a web browser window with the ADB website. The address bar displays the URL: <https://www.adb.org/site/business-opportunities/operational-procurement/goods-services/doci>. The browser has multiple tabs open, including 'Home', 'Procurement Documents ...', and 'Results of ADB-supported O...'. The website's navigation menu includes 'About ADB', 'News & Events', 'Data & Research', 'Publications', 'Countries', 'Projects', 'Focus Areas', and 'ADB Institute'. On the left sidebar, under 'BUSINESS OPPORTUNITIES', the 'Procurement Documents' link is highlighted. The main content area is titled 'Procurement Documents' and includes social media icons for Facebook, Twitter, LinkedIn, and Print. Below this, there are tabs for 'Procurement Guidelines', 'Prequalification', 'Goods', 'Works' (which is selected), 'Plant', and 'Sample Shopping'. A link for 'Guide on Bid Evaluation' is also present. The 'Works - Large Contracts' section explains that two standard bidding documents (SBDs) are available for the procurement of works, based on the Conditions of Contract for Construction for Building and Engineering Works Designed by the Employer, Multilateral Development Bank Harmonized Edition 2010 (FIDIC MDB - June 2010), prepared by the Fédération Internationale des Ingénieurs-Conseil, or FIDIC. It instructs users to download and read the 'User's Guide: Procurement of Works' before downloading and working with any of the three bidding documents for works. A list of three SBDs is provided: 1. SBD Works following prequalification, 2. SBD Works without prequalification, and 3. SBD Works (Single-Stage: Two-Envelope). The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:53 PM on 02/03/2017.

**BUSINESS OPPORTUNITIES**

- Main
- Operational Procurement: Consulting Services
- Operational Procurement: Goods, Works, and Related Services
- Procurement Notices
- Principles
- Advance Action
- Bidding Procedures
- Procurement Documents**
- Procurement Plans
- Prequalified Contractors
- Contracts Awarded
- Institutional Procurement
- Transaction Advisory Services
- Contacts

Home > Business Opportunities > Operational Procurement: Goods, Works, and Related Services >

## Procurement Documents

f t in p

Procurement Guidelines Prequalification Goods **Works** Plant Sample Shopping

Guide on Bid Evaluation

### Works - Large Contracts

Two standard bidding documents (SBDs) for the procurement of works are available. The SBDs make use of the Conditions of Contract for Construction for Building and Engineering Works Designed by the Employer, Multilateral Development Bank Harmonized Edition 2010 (FIDIC MDB - June 2010), prepared by the Fédération Internationale des Ingénieurs-Conseil, or FIDIC.

Download and read the [User's Guide: Procurement of Works](#) before downloading and working with any of the three bidding documents for works.

1. SBD Works following prequalification: This SBD is to be used when the bidding is preceded by a prequalification exercise. Prequalification shall be applied for all large and complex works contracts.
2. SBD Works without prequalification: This SBD is to be used when the bidding is not preceded by a prequalification exercise and postqualification is applied. Postqualification may be used for the procurement of simple and unsophisticated works contracts.
3. SBD Works (Single-Stage: Two-Envelope): This SBD requires Bidders to submit two sealed envelopes simultaneously, one containing the Technical Proposal and the other the Price Proposal, enclosed together in an outer single envelope. This procedure allows the Employer to evaluate the Technical Proposals without reference to price. Bids of Bidders who

# **Identifying Opportunities for Goods and Works Contracts**

# Identifying Opportunities for Goods and Works

- Country Partnership Strategy
- Country Operations Business Plan
- Procurement Plans
- Specific Procurement Notices
  - ✓ Invitation for Prequalification
  - ✓ Invitation for Bids
- Hop-on Opportunities
  - ✓ Prequalified Contractors
  - ✓ Contracts Awarded

# Country Partnership Strategy

The screenshot displays the ADB website's 'Country Partnership Strategy' page for the People's Republic of China. The browser address bar shows the URL <https://www.adb.org/countries/prc/strategy>. The page features the ADB logo and navigation links such as 'About ADB', 'News & Events', 'Data & Research', 'Publications', 'Countries', 'Projects', 'Focus Areas', and 'ADB Institute'. A search bar is located in the top right corner.

**CHINA, PEOPLE'S REPUBLIC OF**

- Main
- Strategy
  - Country Planning
  - Documents
- Economy
- Poverty in the People's Republic of China
- Project Learning Resources
- Projects and Results
- Activities
- 30 Years of ADB-PRC Partnership
- Opportunities
- Publications and Documents
- What's New in Chinese
- News and Multimedia

**ADB-People's Republic of China Partnership Strategy**

中文

On 16 February 2016, ADB's Board of Directors endorsed a new country partnership strategy (CPS) with the People's Republic of China (PRC) for 2016-2020. The CPS envisages broadening and deepening various aspects of the ADB-PRC partnership, including the lender-borrower relationship for the public and private sectors, knowledge partnership, collaboration in promoting regional and South-South cooperation, and the PRC's role as a financial contributor to ADB operations.

**Knowledge for sustainable development**

The PRC needs knowledge-based solutions as it seeks to put its economy on a more sustainable trajectory while dealing with a wide array of complex issues from environmental pollution to creating social safety nets. ADB has put knowledge at the center of its operations in the country by:

- helping to translate innovative ideas into actual projects and programs for

**Latest Country Strategies and Business Plans**

- People's Republic of China: Country Operations Business Plan (2016-2018)
- People's Republic of China: Country Partnership Strategy (2016-2020)
- Greater Mekong Subregion: Regional Cooperation Operations Business Plan (2013-2014)



# Country Operations Business Plan

## INDICATIVE ASSISTANCE PIPELINE

Table A1: Lending Products, 2016–2018

Project/Program Name	Sector	Poverty Targeting	Strategic Agendas and Drivers of Change	Division	Year of PPTA	Cost (\$ million)						Co-finance
						Total	OCR	ADB			Gov't	
								Loans	Grants	Total		
2016 Firm												
Henan Hebi Qihe River Environmental Improvement and Ecological Conservation	ANR WUS	TI-M	IEG, ESG GEM,KNS PSD	EAER	2014	325.4	150.0					175.4
Fujian Farmland Sustainable Utilization and Demonstration	ANR	No	IEG, ESG GEM,PAR	EAER	2014	220.0	100.0					120.0
Shandong Groundwater Allocation and Protection	ANR	No	KNS,SGE IEG, ESG	EAER	2013	344.03	150.0					194.03
Xinjiang Kelamayi Ecological Forest Infrastructure	ANR	No	KNS,SGE IEG,ESG	EAER	2014	179.0	100.0					79.0
Jiangxi Xinyu Kongmu River Watershed Flood Control and Environmental Improvement	ANR WUS	TI-M	IEG, ESG GEM,KNS PSD, PAR	EAER	2015	306.0	150.0					156.0
Gansu Jinta Concentrated Solar Power	ENE	GI	GCD,PAR ESG,IEG	EAEN	2013	143.0	100.0					43.0
Qinghai Haidong Urban Rural Eco Development	ANR WUS	GI	ESG, IEG GCD,GEM	EASS	2014	250.0	150.0					100.0
Chongqing Integrated Logistics Demonstration	TRA	GI	IEG, ESG RCI, GEM GCD,KNS PAR,PSD	EATC	2014	333.1	150.0					183.1
Subregional Rail Link I (E'mei-Miyi)	TRA	GI	IEG, ESG GCD,GEM	EATC	2011	725.0	300.0					425.0
Ningxia Liupanshan Poverty Reduction Rural Road Development	TRA	TI-G	IEG,GCD GEM	EATC	2014	600.0	100.0					500.0
Total (2016 Firm)						3,425.53	1,450.0					1,975.53

January 2016

People's Republic of China  
2016–2018



# Finding ADB Business Opportunities

<https://www.adb.org/site/business-opportunities/operational-procurement/goods-services/notices-current>

Operational Procurement: Goods, Works, and Related Services

Procurement Notices

Principles

Advance Action

Bidding Procedures

Procurement Documents

Procurement Plans

Prequalified Contractors

Contracts Awarded

Institutional Procurement

Transaction Advisory

## Latest Procurement Notices

Archive

Country	Type	Title	Date Posted	Deadline
Afghanistan	Invitation for Bid	Grant Nos. G0521-AFG(SF)/0522-AFG(EF)/0523-AFG(EF): Energy Supply Improvement Investment Program (Tranche 2) [NPA/DABS/95/ICB/W-1464: Package 11]	27 Feb 2017	27 Apr 2017
Afghanistan	Invitation for Bid	Grant Nos. G0521-AFG(SF)/0522-AFG(EF)/0523-AFG(EF): Energy Supply Improvement Investment Program (Tranche 2) [NPA/DABS/95/ICB/W-1464: Package 12]	27 Feb 2017	27 Apr 2017
Afghanistan	Invitation for Bid	G0521-AFG(SF)/0522-AFG(EF)/0523-AFG(EF): Energy Supply Improvement Investment Program (Tranche 2) [NPA/DABS/95/ICB/W-1464: Package 10]	21 Feb 2017	10 Apr 2017
Azerbaijan	Invitation for Bid	Loan No. 3407-AZE: Power Distribution Enhancement Investment Program – Tranche 1 [Ai/ADB-5.1 and Ai/ADB-5.2]	20 Jan 2017	04 Mar 2017
Bangladesh	Invitation	Loan No. 3142-BAN: Third Urban Governance and	20 Feb	05 Apr

# Procurement Plans

<https://www.adb.org/site/business-opportunities/operational-procurement/goods-services-pp>

The screenshot displays the ADB website's 'Procurement Plans - Goods, Works, and Services' page. The browser's address bar shows the URL: <https://www.adb.org/site/business-opportunities/operational-procurement/goods-services-pp>. The page features a navigation menu with links to 'About ADB', 'News & Events', 'Data & Research', 'Publications', 'Countries', 'Projects', 'Focus Areas', and 'ADB Institute'. On the left, a sidebar lists 'BUSINESS OPPORTUNITIES' with sub-links: 'Main', 'Operational Procurement: Consulting Services', 'Operational Procurement: Goods, Works, and Related Services' (highlighted), 'Procurement Notices', 'Principles', 'Advance Action', 'Bidding Procedures', 'Procurement Documents', 'Procurement Plans', 'Prequalified Contractors', and 'Contracts Awarded'. The main content area has a breadcrumb trail: 'Home > Business Opportunities > Operational Procurement: Goods, Works, and Related Services >'. Below this is the title 'Procurement Plans - Goods, Works, and Services' and social media sharing icons for Facebook, Twitter, LinkedIn, and Print. A paragraph explains that the procurement plan provides information to bidders on opportunities for expected and scheduled procurement related to a given project, including details on goods, works, or consultant services, procurement methods, contract cost estimates, project threshold values, expected advertisement dates, and ADB review procedures. It also notes that the plan is updated as the need arises or at least annually for the duration of a project. Below the text is a table with two columns: 'Title' and 'Cover Date'. The table lists three procurement plans: 1. Lao People's Democratic Republic, Vientiane Sustainable Urban Transport Project: Procurement Plan (Feb 2017); 2. Cambodia, Integrated Urban Environmental Management in the Tonle Sap Basin Project: Procurement Plan (Feb 2017); and 3. Cambodia, Second GMS Regional Communicable Diseases Control Project - Cambodia: Procurement Plan (Feb 2017). The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:52 PM on 02/03/2017.

**BUSINESS OPPORTUNITIES**

Main

Operational Procurement: Consulting Services

Operational Procurement: Goods, Works, and Related Services

Procurement Notices

Principles

Advance Action

Bidding Procedures

Procurement Documents

Procurement Plans

Prequalified Contractors

Contracts Awarded

Home > Business Opportunities > Operational Procurement: Goods, Works, and Related Services >

## Procurement Plans - Goods, Works, and Services

The procurement plan provides information to the bidders on opportunities for expected and scheduled procurement related to a given project. Details of a procurement plan include a brief description of goods, and works or consultant services, to be procured; the method of procurement; contract cost estimates; project threshold values; expected advertisement dates; and ADB review procedure. After loan effectiveness, the procurement plan is updated as the need arises or at least annually for the duration of a project.

Title	Cover Date
Lao People's Democratic Republic Vientiane Sustainable Urban Transport Project: Procurement Plan	Feb 2017
Cambodia Integrated Urban Environmental Management in the Tonle Sap Basin Project: Procurement Plan	Feb 2017
Cambodia Second GMS Regional Communicable Diseases Control Project - Cambodia: Procurement Plan	Feb 2017

# Procurement– Hop-on Opportunities - Prequalified Firms

The screenshot shows the ADB website's 'Prequalified Contractors' page. The browser address bar displays the URL: <https://www.adb.org/site/business-opportunities/operational-procurement/goods-services/prec>. The page features the ADB logo and navigation links such as 'About ADB', 'News & Events', 'Data & Research', 'Publications', 'Countries', 'Projects', 'Focus Areas', and 'ADB Institute'. A search bar is located in the top right corner.

The main content area is titled 'Prequalified Contractors - Goods, Works, and Services'. It includes a paragraph explaining the prequalification process: 'The prequalification of contractors are undertaken for most large, ADB-financed civil works contracts, turnkey contracts and contracts for the supply of expensive and technically complex equipment. ADB reviews and approves the prequalification process conducted by the Borrower's executing agency and publishes lists of prequalified contractors for contracts with estimated value of \$10,000,000 and above.'

Below the text is a table titled 'Current' with an 'Archive' button. The table lists three prequalified contractors for the Rajasthan State Highway Investment Program - Tranche 1 [Package 3].

Country	Title	Date
India	Loan No. 49228-IND: Rajasthan State Highway Investment Program - Tranche 1 [Package 3]	22 Sep 2016
India	Loan No. 49228-IND: Rajasthan State Highway Investment Program - Tranche 1 [Package 2]	22 Sep 2016
India	Loan No. 49228-IND: Rajasthan State Highway Investment Program - Tranche 1 [Package 1]	21 Jul 2016

The left sidebar contains a 'BUSINESS OPPORTUNITIES' menu with links to 'Main', 'Operational Procurement: Consulting Services', 'Operational Procurement: Goods, Works, and Related Services', 'Procurement Notices', 'Principles', 'Advance Action', 'Bidding Procedures', 'Procurement Documents', 'Procurement Plans', 'Prequalified Contractors', 'Contracts Awarded', 'Institutional Procurement', and 'Transaction Advisory Services'.

The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:54 PM on 02/03/2017.



# Advance Procurement Action

https://www.adb.org/site/business-opportunities/operational-procurement/goods-services/adv

About ADB News & Events Data & Research Publications Countries Projects Focus Areas ADB Institute

**BUSINESS OPPORTUNITIES**

Main

Operational Procurement: Consulting Services

Operational Procurement: Goods, Works, and Related Services

Procurement Notices

Principles

Advance Action

Bidding Procedures

Procurement Documents

Procurement Plans

Prequalified Contractors

Contracts Awarded

Institutional Procurement

Transaction Advisory Services

Contacts

> Business Opportunities > Operational Procurement: Goods, Works, and Related Services >

## Advance Action - Goods, Works, and Services

f t in

If requested by the borrower, ADB is prepared, in urgent cases, to authorize procurement prior to loan approval. This is particularly when early contracting of goods or works would be crucial for timely completion of the project or when substantial financial benefits would accrue.

In such cases, ADB will approve the draft prequalification or bidding documents before they are issued and ensure that requirements for public advertising and notification of bid invitation be followed.

ADB's approval of such advance procurement is with the explicit understanding that it does not commit ADB to approve the project and loan, and that future ADB financing depends on compliance with ADB's procedural requirements.

### Latest Notices

Archive

Country	Title	Date
Afghanistan	AFG: Energy Supply Improvement Investment Program (Tranche 2)	20 Feb 2017
Armenia	ARM: Armenia-Georgia Border Regional Road (M6 Vanadzor-Bagratashen) Improvement Project	25 Oct 2016
Azerbaijan	AZE: Water Supply and Sanitation Investment Program - Tranche 4	12 Sep 2016
Azerbaijan	AZE: Power Distribution Enhancement Investment Program	11 Feb 2016

EN 3:55 PM 02/03/2017

# Link to e-Alerts at bottom of adb.org Home Page

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[ADB Contacts](#) [Access to Information](#) [Fraud & Corruption](#)

## RESOURCES FOR

[Bond Investors](#)  
[Businesses and Consultants](#)  
[Civil Society](#)  
[Job Seekers](#)  
[Journalists](#)  
[Private Sector Project Investors](#)

## OTHER ADB SITES

[ADB Compliance Review Panel](#)  
[Asia Pathways \(ADBI Blog\)](#)  
[Asia Regional Integration Center](#)  
[Asian Bonds Online](#)  
[Asian Development Blog](#)  
[Open Access Repository](#)  
[Statistical Database System](#)

## Subscriber Services

Subscribe to ADB's Newsletter, e-Alerts, RSS feeds and mobile apps.



# ADB alerts – Step 1.

ADB 50 YEARS ASIAN DEVELOPMENT BANK

Now you can receive the latest updates about projects, events, business and job opportunities by Asian Development Bank by e-mail every day.

Subscribe to all new content or select areas of interest to personalize your alerts. You can choose to receive your e-mail alerts daily, weekly, or immediately (service available for news releases only).

[Log in to an existing account](#) [Forgot your password?](#)

**Step 1: Resources and Opportunities \***

**Step 2: Countries and Subjects \***

**Step 3: Personal Information \***

Please select at least one option to complete your subscription. [Need help?](#)

**Resources \***

- ☒ Resources
  - ☒ Articles, Case Studies and Multimedia
  - ☒ Asian Development Blog
  - ☒ Board Documents
  - ☒ Country Planning Documents
  - ☒ Economic Data and Research
  - ☒ Evaluation Reports
  - ☒ Events
  - ☒ News Releases
  - ☒ Projects
  - ☒ Publications
  - ☒ Safeguard Documents

# ADB alerts – Step 2.

The screenshot shows a web browser window with the URL <https://alerts.adb.org/>. The browser tabs include 'Home' and 'ADB E-mail Alerts | ADB E-...'. The ADB logo and 'ASIAN DEVELOPMENT BANK' are visible at the top. Below the header, a blue banner reads: 'Now you can receive the latest updates about projects, events, business and job opportunities by Asian Development Bank by e-mail every day.' Below this, a paragraph states: 'Subscribe to all new content or select areas of interest to personalize your alerts. You can choose to receive your e-mail alerts daily, weekly, or immediately (service available for news releases only).' There are two buttons: 'Log in to an existing account' and 'Forgot your password?'. The main content area is titled 'Step 2: Countries and Subjects \*'. It includes a sidebar with 'Step 1: Resources and Opportunities \*' and 'Step 3: Personal Information \*'. The main area contains the text 'Please select at least one option to complete your subscription. Need help?' and a list of countries with checkboxes. The countries listed are: Afghanistan, Armenia, Azerbaijan, Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China, People's Republic of, Cook Islands, Fiji, and Georgia. All checkboxes are checked. The Windows taskbar at the bottom shows various application icons and the system clock indicating 4:08 PM on 02/03/2017.

[Log in to an existing account](#) [Forgot your password?](#)

**Step 1: Resources and Opportunities \***

**Step 2: Countries and Subjects \***

**Step 3: Personal Information \***

Please select at least one option to complete your subscription. Need help?

**Countries and Subjects \***

- ☒ Countries
  - ☒ Afghanistan
  - ☒ Armenia
  - ☒ Azerbaijan
  - ☒ Bangladesh
  - ☒ Bhutan
  - ☒ Brunei Darussalam
  - ☒ Cambodia
  - ☒ China, People's Republic of
  - ☒ Cook Islands
  - ☒ Fiji
  - ☒ Georgia

# ADB alerts – Step 3.

The screenshot shows a web browser window with the URL <https://alerts.adb.org/>. The browser tabs include 'Home' and 'ADB E-mail Alerts | ADB E-...'. The page header features the ADB 50th Anniversary logo and the text 'ADB ASIAN DEVELOPMENT BANK'.

Now you can receive the latest updates about projects, events, business and job opportunities by Asian Development Bank by e-mail every day.

Subscribe to all new content or select areas of interest to personalize your alerts. You can choose to receive your e-mail alerts daily, weekly, or immediately (service available for news releases only).

[Log in to an existing account](#) [Forgot your password?](#)

**Step 1: Resources and Opportunities \***  
**Step 2: Countries and Subjects \***  
**Step 3: Personal Information \***

E-mail \*

All e-mails from the system will be sent to this address. Your e-mail address will not be made public.

Password \*

Confirm password \*

Provide a password for the new account in both fields.

First name \*

Last name \*

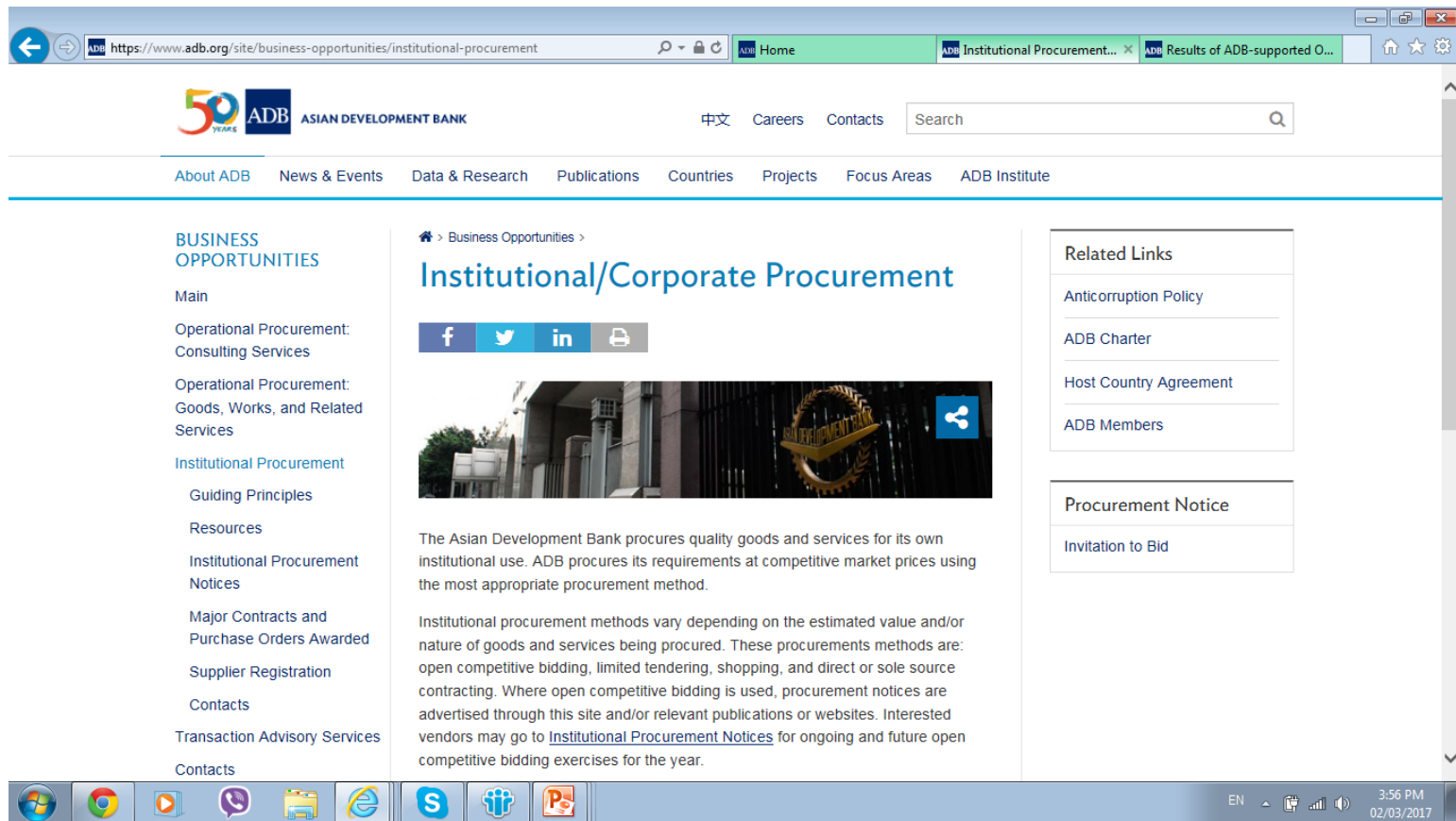
Organization

Designation

Country of Residence

The Windows taskbar at the bottom shows icons for various applications and the system clock indicating 4:09 PM on 02/03/2017.

# Institutional Procurement



The screenshot shows the ADB Institutional Procurement website. The browser address bar displays the URL: <https://www.adb.org/site/business-opportunities/institutional-procurement>. The page features the ADB 50th Anniversary logo and the text "ASIAN DEVELOPMENT BANK". The navigation menu includes links for "About ADB", "News & Events", "Data & Research", "Publications", "Countries", "Projects", "Focus Areas", and "ADB Institute". The main content area is titled "Institutional/Corporate Procurement" and includes a description of the bank's procurement process, a list of related links, and a procurement notice section. The left sidebar contains a "BUSINESS OPPORTUNITIES" menu with links to "Main", "Operational Procurement: Consulting Services", "Operational Procurement: Goods, Works, and Related Services", "Institutional Procurement", "Guiding Principles", "Resources", "Institutional Procurement Notices", "Major Contracts and Purchase Orders Awarded", "Supplier Registration", "Contacts", "Transaction Advisory Services", and "Contacts".

**BUSINESS OPPORTUNITIES**

- Main
- Operational Procurement: Consulting Services
- Operational Procurement: Goods, Works, and Related Services
- Institutional Procurement
  - Guiding Principles
- Resources
  - Institutional Procurement Notices
- Major Contracts and Purchase Orders Awarded
- Supplier Registration
- Contacts
- Transaction Advisory Services
- Contacts

**Institutional/Corporate Procurement**

The Asian Development Bank procures quality goods and services for its own institutional use. ADB procures its requirements at competitive market prices using the most appropriate procurement method.

Institutional procurement methods vary depending on the estimated value and/or nature of goods and services being procured. These procurements methods are: open competitive bidding, limited tendering, shopping, and direct or sole source contracting. Where open competitive bidding is used, procurement notices are advertised through this site and/or relevant publications or websites. Interested vendors may go to [Institutional Procurement Notices](#) for ongoing and future open competitive bidding exercises for the year.

**Related Links**

- Anticorruption Policy
- ADB Charter
- Host Country Agreement
- ADB Members

**Procurement Notice**

- Invitation to Bid

# Institutional Procurement Notices



**BUSINESS OPPORTUNITIES**

Main

Operational Procurement: Consulting Services

Operational Procurement: Goods, Works, and Related Services

**Institutional Procurement**

Guiding Principles

Resources

**Institutional Procurement Notices**

Major Contracts and Purchase Orders Awarded

Supplier Registration

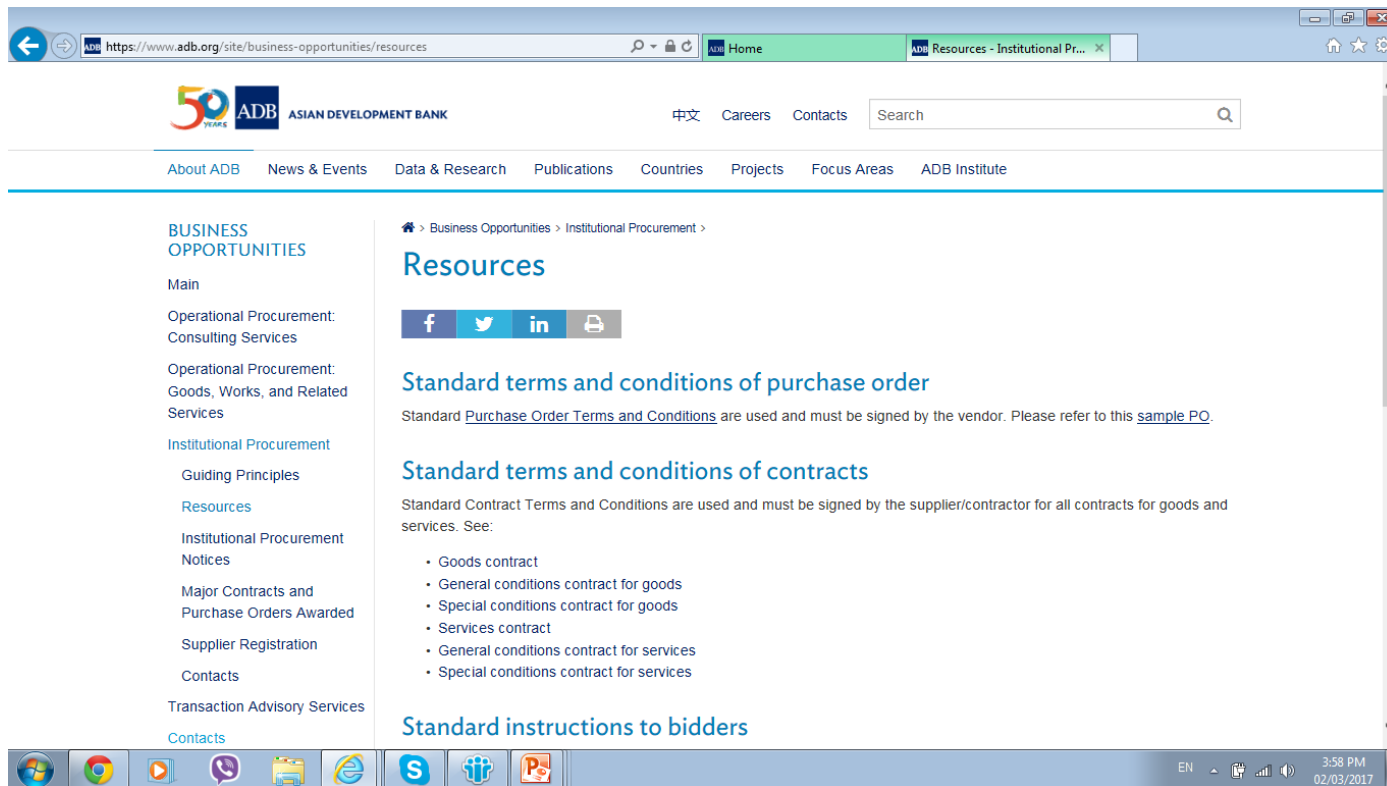
Transaction Advisory Services

**Institutional Procurement Notices**

Invitation to bid (ITB)

Title	Start date	End date
Supply, Installation and Preventive Maintenance Services for Medical and Physiotherapy Equipment   Instructions to Bidders	27 Oct 2016	04 Nov 2016
Security and Safety Services at ADB Headquarters   Instructions to Bidders	20 Oct 2016	21 Nov 2016
Request for Quotation: Supply of Urinal and Water Closet	19 Oct 2016	10 Nov 2016

# Institutional Procurement resources



The screenshot shows a web browser window with the URL <https://www.adb.org/site/business-opportunities/resources>. The page header features the ADB logo (50 years) and the text "ASIAN DEVELOPMENT BANK". Navigation links include "Home", "Resources - Institutional Pr...", "中文", "Careers", "Contacts", and a search bar. A secondary navigation bar lists "About ADB", "News & Events", "Data & Research", "Publications", "Countries", "Projects", "Focus Areas", and "ADB Institute".

The main content area is titled "Resources" and includes a breadcrumb trail: "Home > Business Opportunities > Institutional Procurement > Resources". Below this, there are social media icons for Facebook, Twitter, LinkedIn, and Print. The page is divided into two columns. The left column contains a sidebar with the following links: "BUSINESS OPPORTUNITIES", "Main", "Operational Procurement: Consulting Services", "Operational Procurement: Goods, Works, and Related Services", "Institutional Procurement", "Guiding Principles", "Resources" (highlighted), "Institutional Procurement Notices", "Major Contracts and Purchase Orders Awarded", "Supplier Registration", "Contacts", "Transaction Advisory Services", and "Contacts".

The right column contains the following sections:

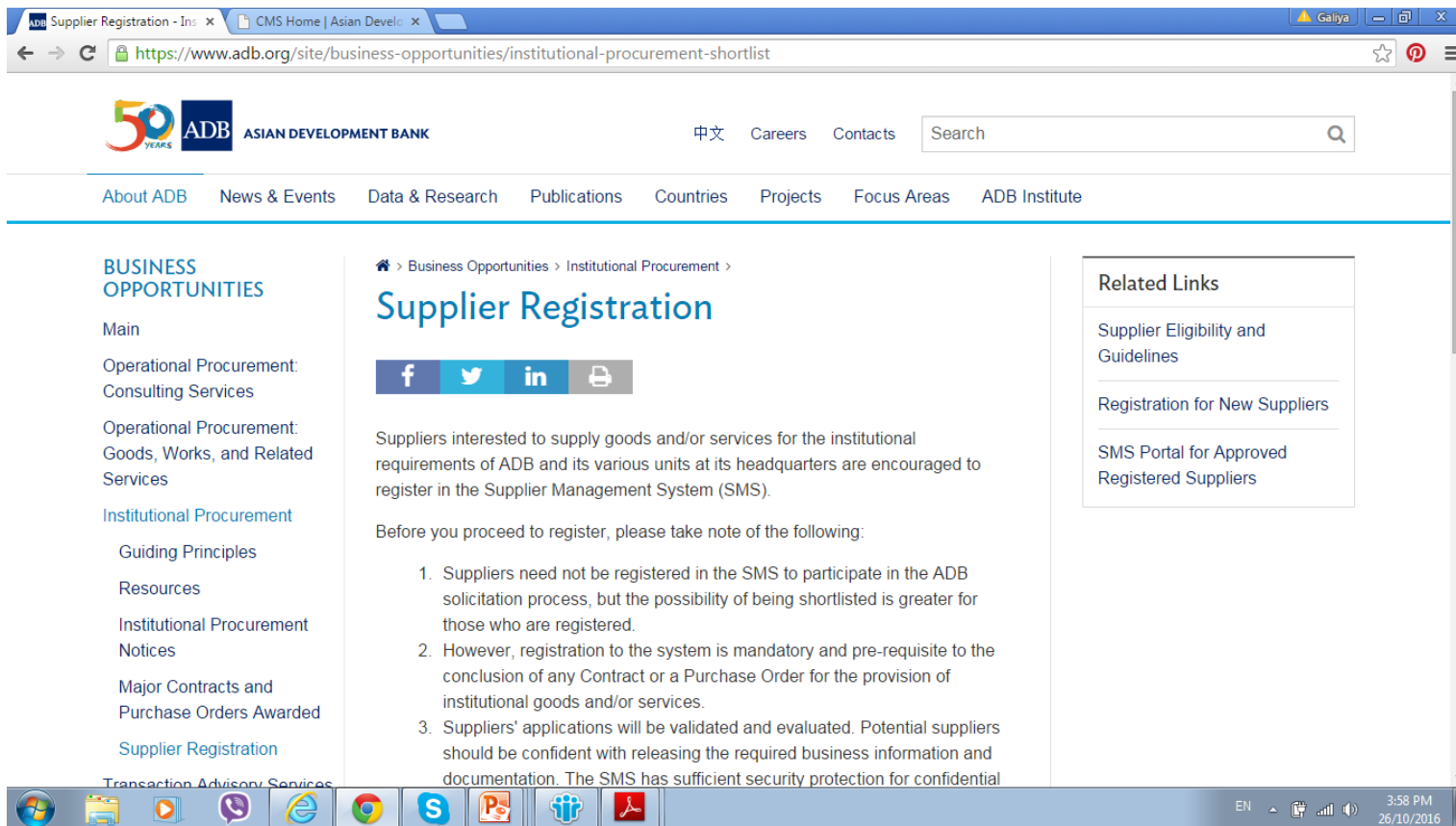
- Standard terms and conditions of purchase order**  
Standard [Purchase Order Terms and Conditions](#) are used and must be signed by the vendor. Please refer to this [sample PO](#).
- Standard terms and conditions of contracts**  
Standard Contract Terms and Conditions are used and must be signed by the supplier/contractor for all contracts for goods and services. See:
  - Goods contract
  - General conditions contract for goods
  - Special conditions contract for goods
  - Services contract
  - General conditions contract for services
  - Special conditions contract for services
- Standard instructions to bidders**

The Windows taskbar at the bottom shows the time as 3:58 PM on 02/03/2017, with system icons for network, volume, and battery.

<https://www.adb.org/site/business-opportunities/resources>



# Institutional Supplier Registration



The screenshot shows a web browser window with the URL <https://www.adb.org/site/business-opportunities/institutional-procurement-shortlist>. The page features the ADB logo and navigation links such as 'About ADB', 'News & Events', 'Data & Research', 'Publications', 'Countries', 'Projects', 'Focus Areas', and 'ADB Institute'. The main content area is titled 'Supplier Registration' and includes a list of related links: 'Supplier Eligibility and Guidelines', 'Registration for New Suppliers', and 'SMS Portal for Approved Registered Suppliers'. The page also contains a list of business opportunities and a sidebar with links to 'Institutional Procurement' and 'Supplier Registration'.

**BUSINESS OPPORTUNITIES**

Main

Operational Procurement:  
Consulting Services

Operational Procurement:  
Goods, Works, and Related  
Services

**Institutional Procurement**

Guiding Principles

Resources

Institutional Procurement  
Notices

Major Contracts and  
Purchase Orders Awarded

**Supplier Registration**

Transaction Advisory Services

**Supplier Registration**

Suppliers interested to supply goods and/or services for the institutional requirements of ADB and its various units at its headquarters are encouraged to register in the Supplier Management System (SMS).

Before you proceed to register, please take note of the following:

1. Suppliers need not be registered in the SMS to participate in the ADB solicitation process, but the possibility of being shortlisted is greater for those who are registered.
2. However, registration to the system is mandatory and pre-requisite to the conclusion of any Contract or a Purchase Order for the provision of institutional goods and/or services.
3. Suppliers' applications will be validated and evaluated. Potential suppliers should be confident with releasing the required business information and documentation. The SMS has sufficient security protection for confidential

**Related Links**

- Supplier Eligibility and Guidelines
- Registration for New Suppliers
- SMS Portal for Approved Registered Suppliers

# Supplier Management System

The screenshot displays the ADB Supplier Management System (SMS) website. The browser address bar shows the URL: [https://uxdmz06.adb.org/OA\\_HTML/adb/xxsms/jsp/Login.jsp](https://uxdmz06.adb.org/OA_HTML/adb/xxsms/jsp/Login.jsp). The page features a blue header with the ADB logo and the title "Supplier Management System". Below the header, there are tabs for "Overview", "Learn More", and "FAQ".

The main content area is divided into two columns. The left column contains informational sections:

- Supplier Management System Registration**: Welcome to the Supplier Management System (SMS) Registration site. This section provides an overview and instructions with the SMS supplier registration process. Please read the following information carefully. For browser compatibility, click [here](#). For clarification and additional information, please contact us at [jcontracts@adb.org](mailto:jcontracts@adb.org).
- What is SMS?**: SMS is a secure application which provides ADB's prospective and existing suppliers for corporate or institutional procurement to register online. SMS covers a two-stage registration process such as the Basic level and Full level registration. Each level should take you approximately 15 minutes to complete. Upon successful completion and approval of your application, you will be given a username and password to access the Supplier Portal. The Supplier Portal is an online facility that will enable you to manage your profile, collaborate through alerts and notifications, and monitor your transactions.
- Why register?**: Registration in SMS gives suppliers an opportunity to submit their user and company profile that will be useful for ADB to confirm if they are eligible to render service or supply goods. Registered and accredited suppliers mean that they are now in ADB's database of potential suppliers and will be able to maintain close collaboration with ADB.
- Who can register?**: Individuals and firms interested to supply goods and services for ADB's institutional or corporate requirements must register. Suppliers must be a citizen or incorporated in an ADB member-country and not in listed in ADB nor in other multi-lateral development bank's (MDB) sanction list. If you are an existing supplier prior to implementation of the SMS in 2008 and would like to be SMS users, please contact [jcontracts@adb.org](mailto:jcontracts@adb.org).
- What are the requirements?**:
  - 1. Basic Registration**
    - General information such as complete name, nature of business, year established, address, contact details and contact persons, etc; and
    - Scanned copies of documents as applicable (curriculum vitae and valid ID, business registration, articles of incorporation or partnership, memorandum of association, legal document indicating current officers of the firm).Suppliers whose applications are approved at the Basic level are referred as Registered Suppliers. They can participate in the solicitation and bidding process as potential contractor or supplier. While non-registered suppliers can also participate in the procurement exercise, the possibility of being shortlisted is greater for those registered. ADB will send an invitation to complete the Full Registration level to the Registered Supplier in relation to a procurement exercise. Alternatively, the Registered Supplier has the option to proceed with completing the Full Registration shortly after the application for Basic Registration has been approved.
  - 2. Full Registration**
    - Financial data and bank details (payment method); and
    - Scanned copies of audited financial statements for the last two years.Registered suppliers whose applications are approved at the Full Registration level are referred as Accredited Suppliers. Application for Full Registration is mandatory and a pre-requisite to the conclusion of any contract or purchase order for the provision of institutional goods and services.

The right column contains the login and registration forms:

- Login**: Login using your registered username and password. Fields for Username and Password, a Login button, and a link for "Can't access your account?". A note states: "Note: ADB users can login using their Oracle username and password."
- Registration**: New user? Register now! A button labeled "Register as a Supplier".
- Retrieve URL**: Please key-in your email address and supplier name to access your registration link. Fields for Email Address and Supplier Name, and a "Send Link" button.
- Need Help?**: For inquiries regarding the system, please email [jcontracts@adb.org](mailto:jcontracts@adb.org).

A note at the bottom right states: "NOTE: SMS will undergo maintenance downtime every 00:00 to 02:00 Sunday morning (Manila local time)."

**Only applicable for Institutional procurement (not for Procurement under ADB loans/ grants)**

# Bidding Dos and Don'ts

# Bidding Dos

- Leverage your strengths
  - Ability to operate in countries that do not generate significant bidder interest
    - Afghanistan
    - Cambodia
    - Pakistan
    - Pacific
  - Experience in country and with executing agency
  - Access to information regarding local joint venture partners and subcontractors
  - Access to information regarding availability of key inputs
    - Materials
    - Labor
    - Equipment

# Bidding Dos

- Seek official clarification in timely manner

BIDDING DOCUMENT	POTENTIAL ISSUES
Bid Conditions	<ul style="list-style-type: none"><li>• Unreasonable bid preparation period</li></ul>
Qualification Criteria	<ul style="list-style-type: none"><li>• Unclear which entity must comply with qualification criteria</li><li>• Ambiguous criteria</li><li>• Restrictive criteria</li></ul>
Requirements	<ul style="list-style-type: none"><li>• Incomplete, unclear or restrictive requirements</li></ul>
Contract Conditions	<ul style="list-style-type: none"><li>• Unreasonable contract completion period</li><li>• Unbalanced risk allocation</li></ul>

- Contact ADB if executing agency fails to respond promptly or there is a complaint against executing agency

# Bidding Dos

- Do not submit conditional bid
- Submit bid within the stipulated deadline
- Ensure following steps are taken during bid opening
  - All relevant prices are read out
  - All discounts are read out
  - Presence and amount of bid security is read out
  - No envelope remains unopened
  - The record is signed by all bidders present and by the buyer
- Be Aware of Possible Bid Extension

# Bidding Dos

- Quality control – check your bid!!!
  - Amount, validity and text of Bid Security
  - Signatures and power of attorney
  - Joint venture agreement enclosed
  - References enclosed
  - Discounts in covering letter or appropriate place as specified in the bidding document
  - Marking of envelopes as appropriate
- Seek debriefing if you are not successful
  - Unsuccessful bidders may request debriefing from executing agency. If they are not satisfied with the explanation given, they may contact ADB directly.

# Bidding Don'ts

- No Bid Security
- Insufficient Amount of Bid Security
- Lack of Supporting Documents
- Incomplete Bids
- Partial Quantities
- Absence of test reports if required
- Bids not signed
- Conflict of interest



# LinkedIn Group

- ADB Suppliers network – 775 members (as of 27 February 2018)
- <https://www.linkedin.com/groups/3796532>

# For more information

- [www.adb.org](http://www.adb.org)
- <http://www.adb.org/procurement/default.asp>
- <http://www.adb.org/procurement/bidding-procedures.asp>
- <http://adb.org/procurement/prequalification-bid-documents.asp>
- <http://www.adb.org/documents/manuals/PAI/default.asp>
- <http://www.adb.org/documents/manuals/operations>
- <http://www.adb.org/documents/manual/consulting-services-operations-manual/CSOM.pdf>
- <http://www.adb.org/opportunities/institutionalprocurement/del-pro.asp>
- <http://www.adb.org/opportunities/institutionalprocurement/sup-reg.asp>