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ADB

Asian Development Bank Business Opportunities Seminar

Doing Business with ADB and the ADB Procurement System

Netherlands
19 October 2021

BUSINESS
OPPORTUNITIES



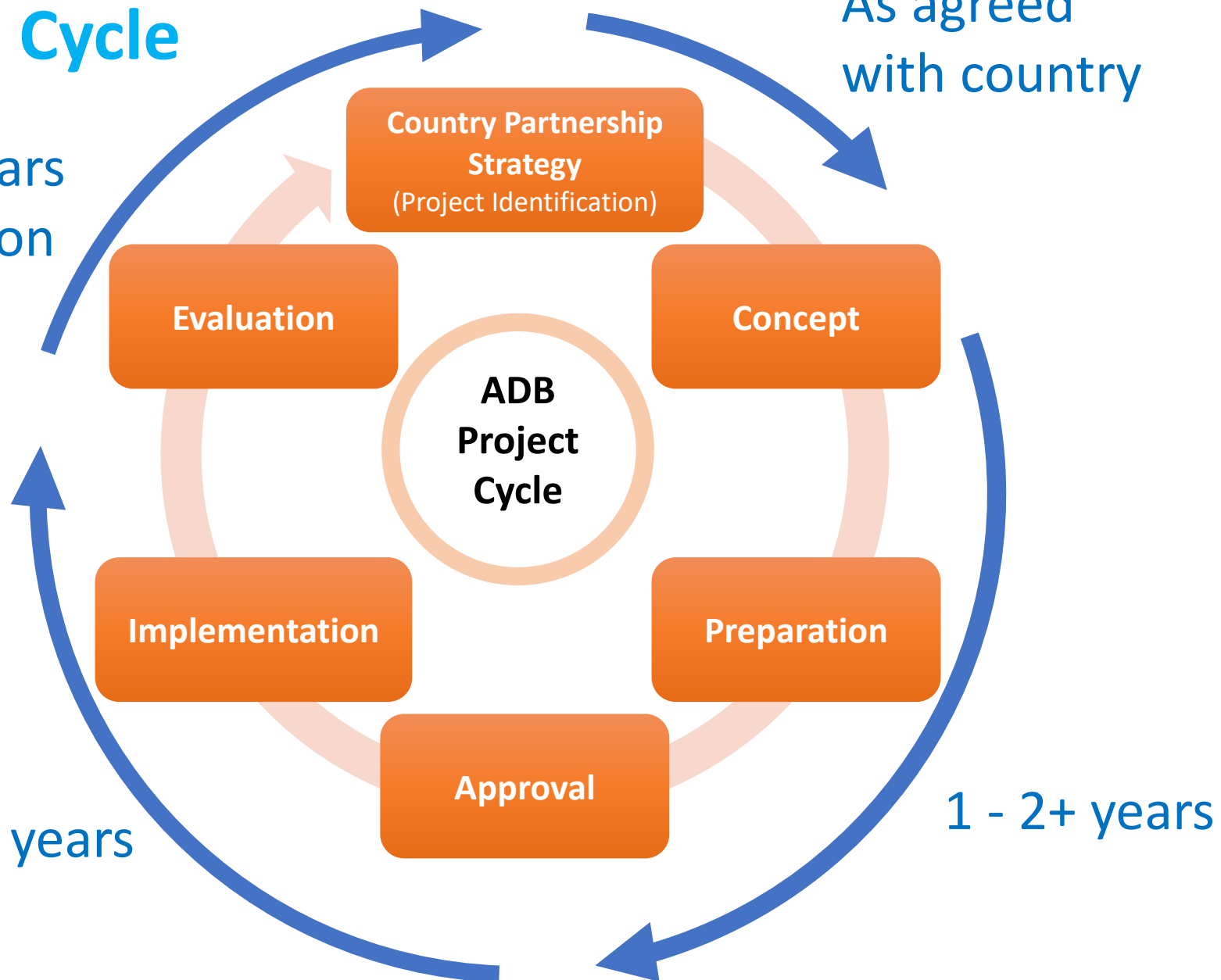
ADB Project Cycle

Within 2 years
of completion

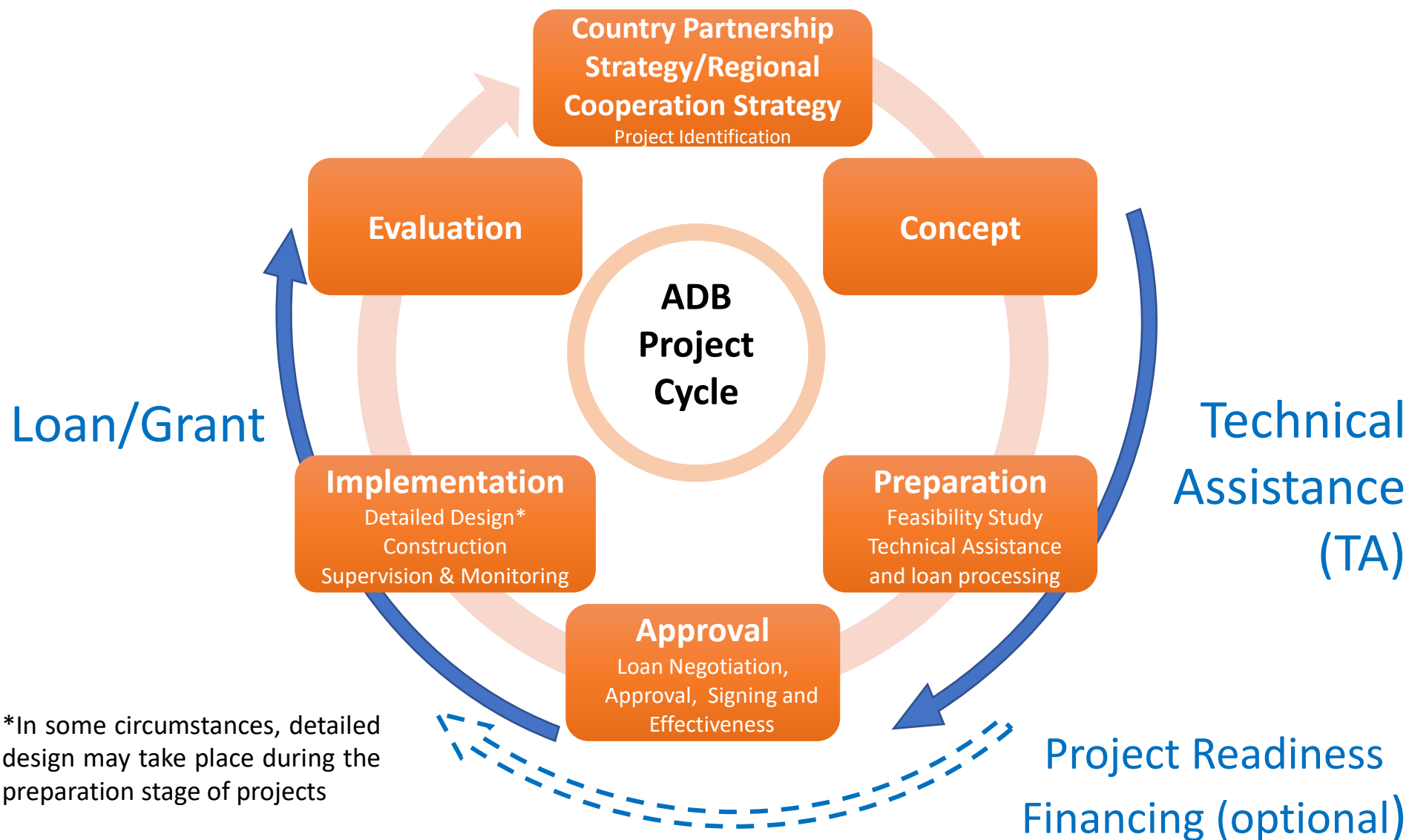
As agreed
with country

4 - 7+ years

1 - 2+ years



Different Modalities of Engagement for Consultants



TA Consulting

V

Loan/Grant Consulting

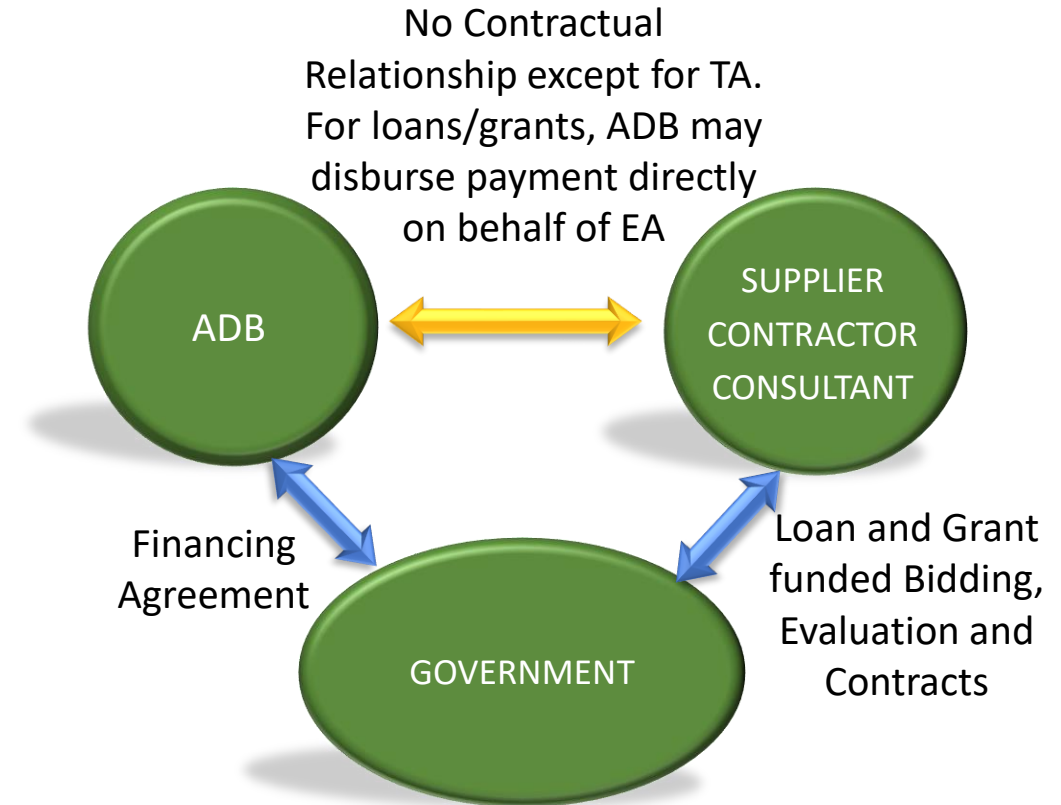
- ADB is the Client.
- Direct payment by ADB
- Contracts governed by UK law
- Provision of Privileges and Immunities (expert on mission).
- Tax Exemption in project country*
- Complaints to ADB

- Borrower is the Client
- ADB in oversight role
- Client pays (ADB may do on behalf)
- Law of borrower's country generally applies
- Contracts subject to tax
- Complaints to borrower, may copy ADB

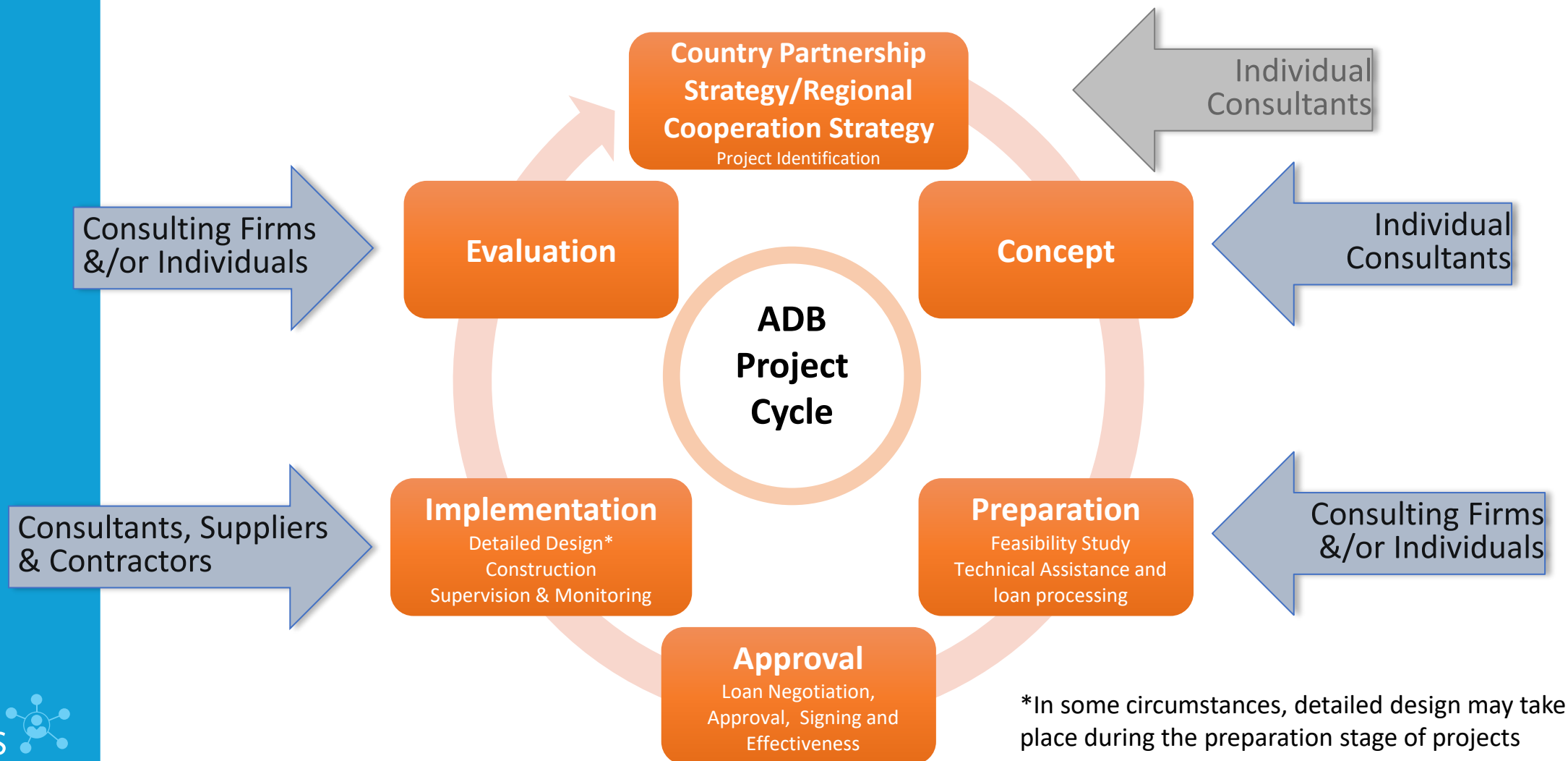
* If the country where the work is being undertaken has reserved the right to tax their own nationals, any local sub-consultants or individual experts may be subject to tax.

Relationships

- The Borrower (Executing Agency) is responsible for procurement of goods and works
- ADB (*under TAs*) or Borrower select and recruit Consultants
- ADB reviews the procurement activities of EAs to ensure that proceeds of its financing are used in accordance with the bank's rules



Use of Consultants, Contractors & Suppliers





Consulting Services

Basic Components

Types of Consultants



Consulting Firms



Individual Consultants

Technical Assistance, Loans and Grants



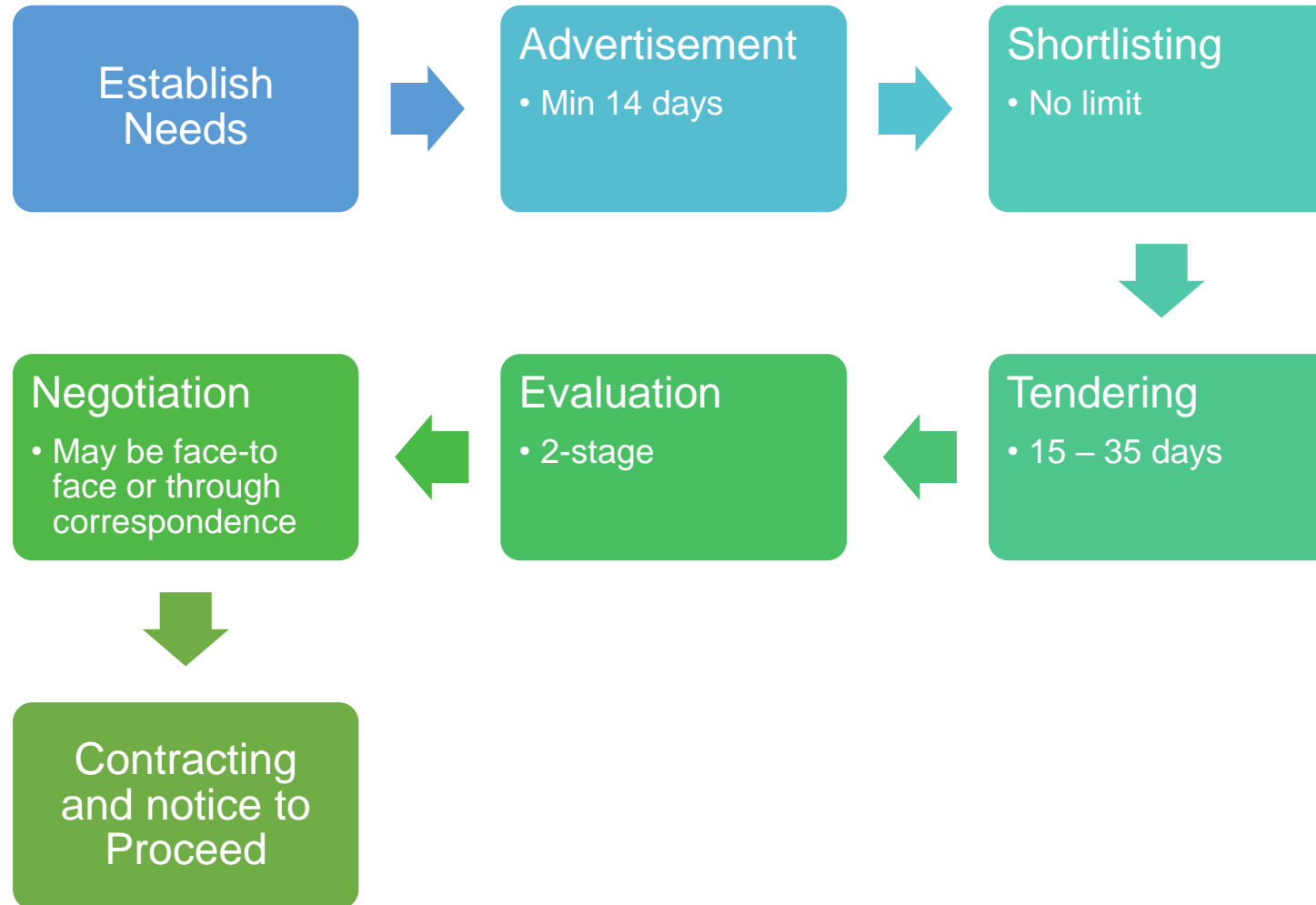
Staff Consultants

ADB staffing budget

Recruitment may be national or international

- International may be from any ADB member country (global if no eligibility restriction)
- In firm contracts, team members can be from any country (unless sanctioned)
- A firm is national if legally incorporated in the developing member country.
- An individual is national if a citizen of the developing member country, or if they have legal right to reside and work in the country.

Firm Consultant Recruitment



Procurement Methods - Firms

QCBS

- Quality & Cost Based Selection

QBS

- Quality Based Selection

CQS

- Consultants Qualifications Selection

FBS

- Fixed Budget Selection

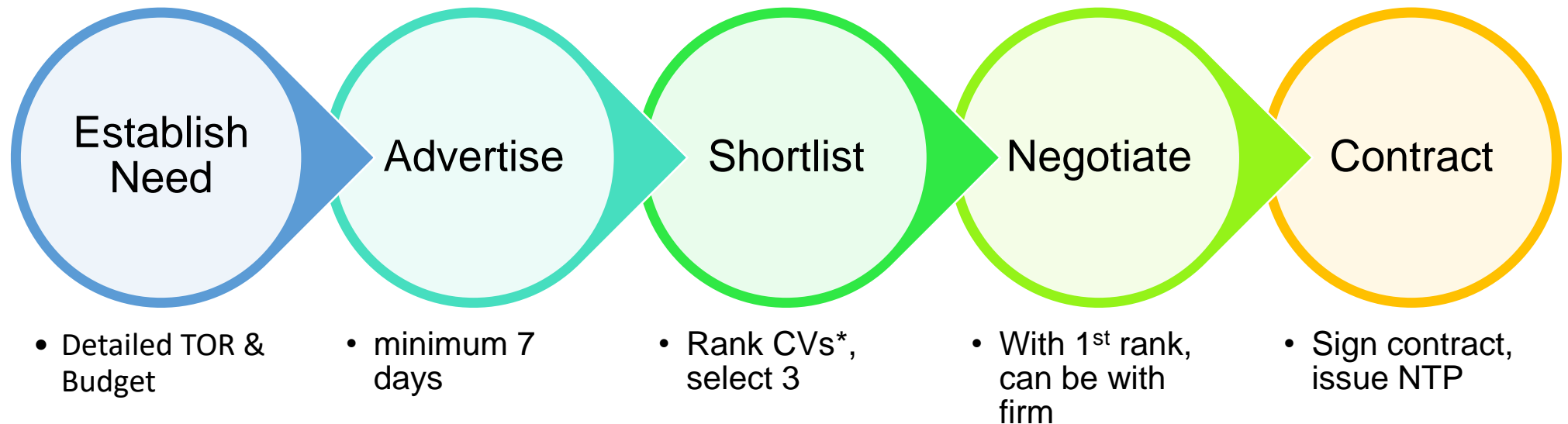
LCS

- Least Cost Selection

DC

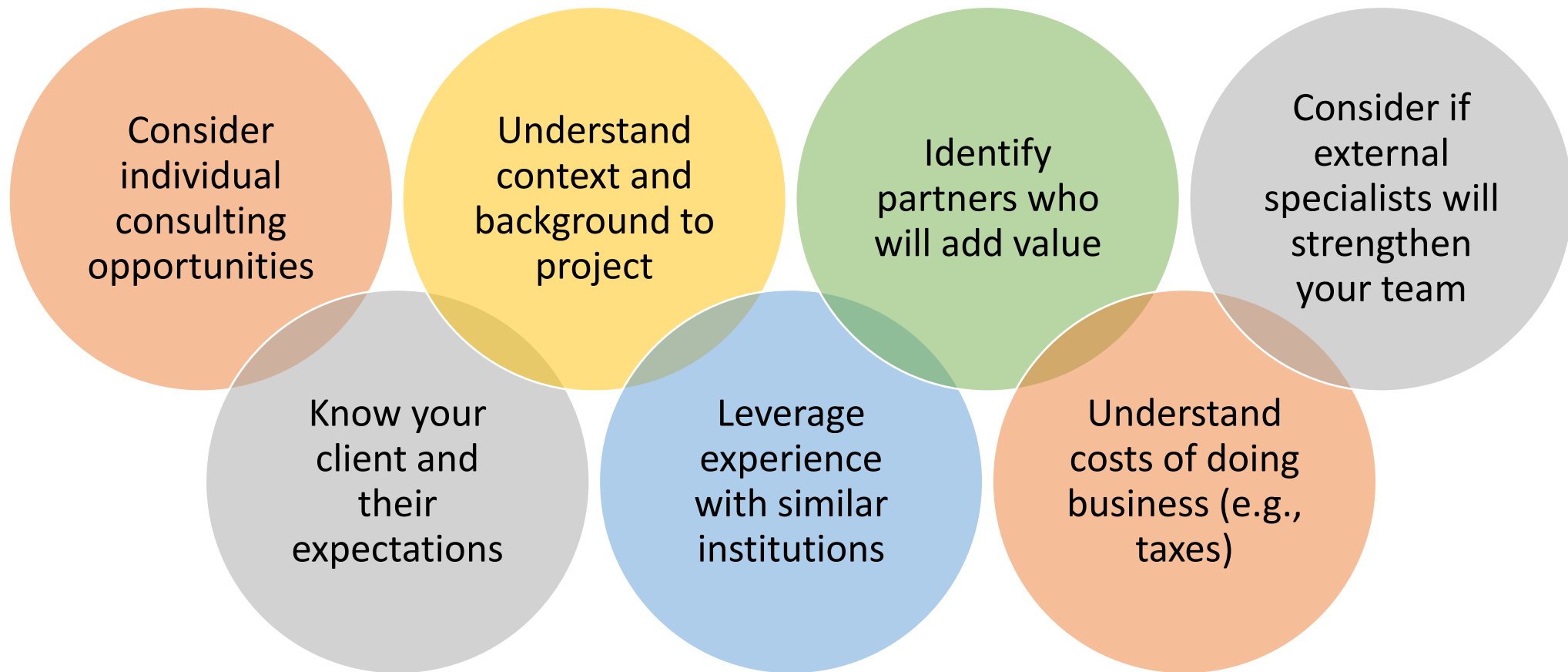
- Direct Contracting

Individual Consultant Recruitment



*Direct project-related experience; Regional/International experience; and Qualifications specific to the assignment

General points when approaching ADB Contracts



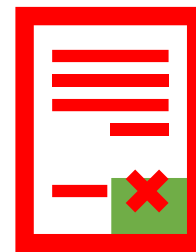
ASK QUESTIONS

Common Mistakes



Shortlisting Phase

- Lack of knowledge of project context
- Incorrect Skills match
- Lack of technical expertise
- Limited geographic experience



RFP Stage

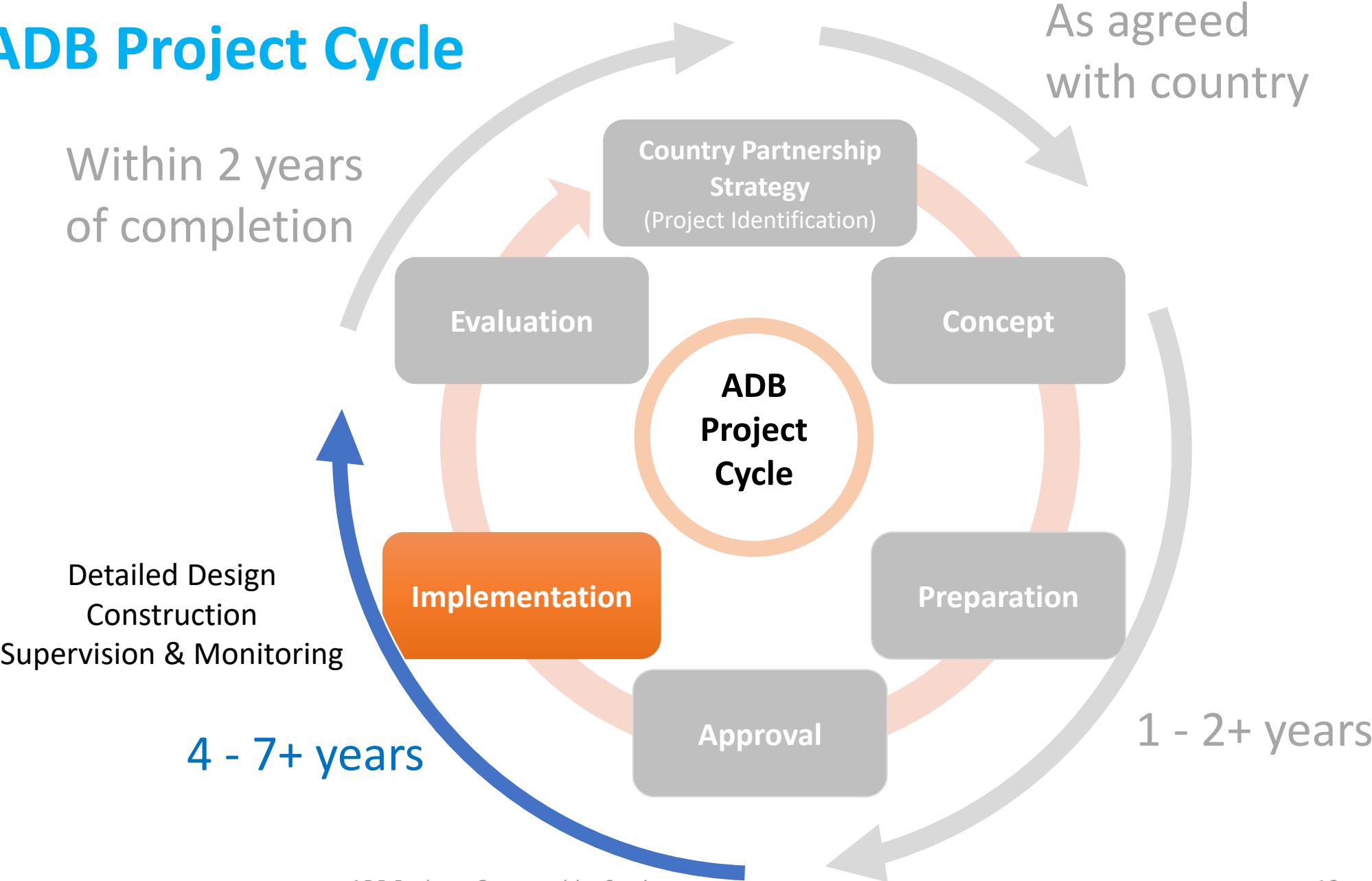
- FIN info in TECH proposal
- Not responsive to ToR
- Not demonstrating strength of firm
- Lack of suitability
- Issues with CMS



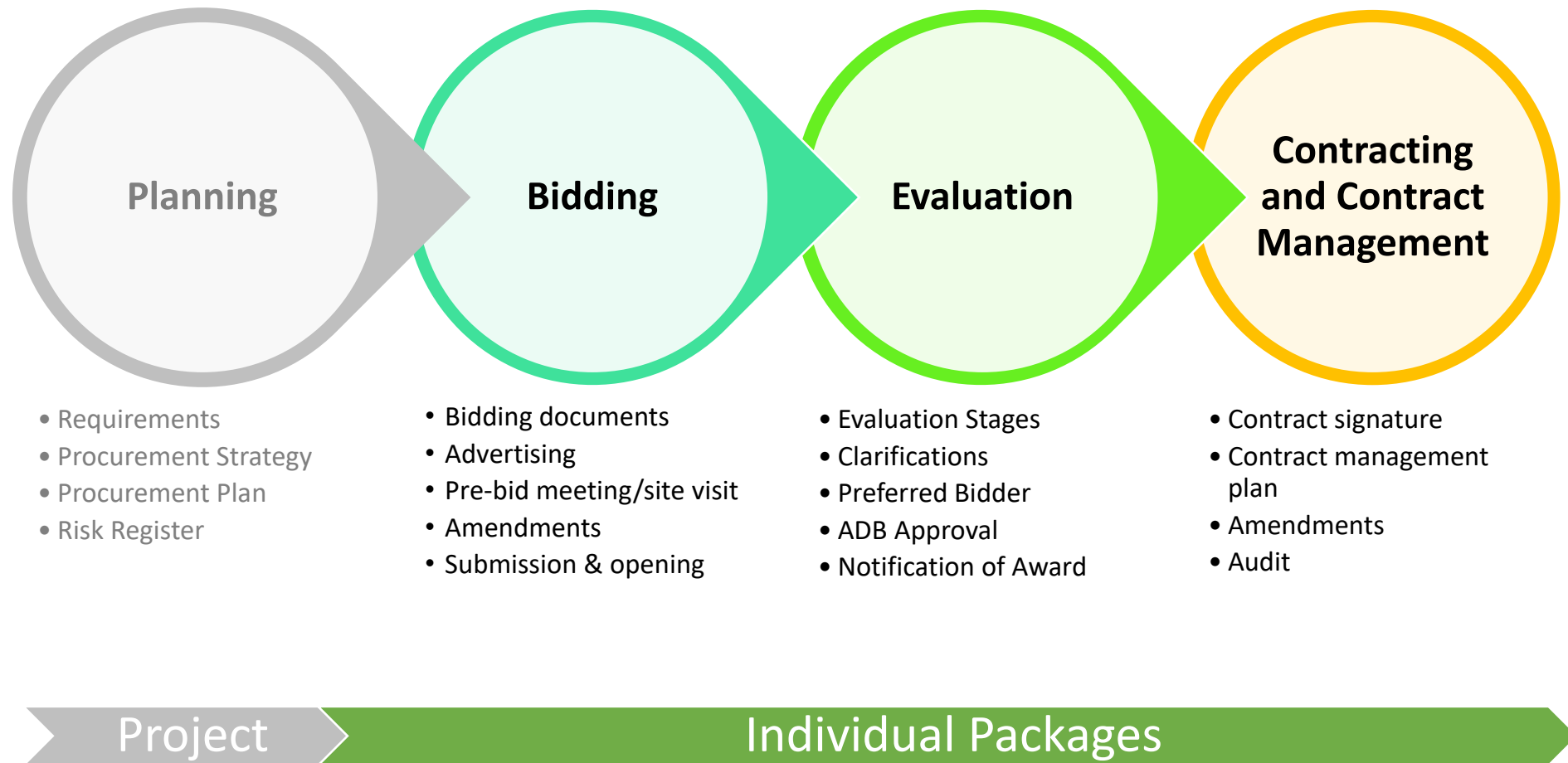
Goods & Works



ADB Project Cycle



Procurement Process



Procurement Methods – Goods & Works

Open Competitive Bidding (OCB)

Request for Quotations (RFQ)

Limited Competitive Bidding

Direct Contracting (DC)

Framework Agreements

Electronic Reverse Auction

Borrower's Force Account

Key Steps in Process



Prequalification
(optional step)



Bidding



Bid Opening



Evaluation



Award



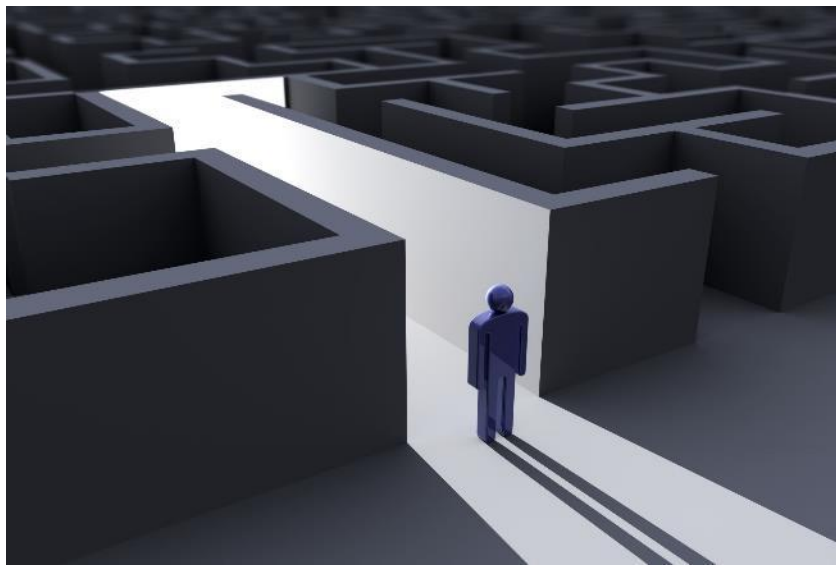
Contract
Management

Common Mistakes

- Bids not signed
- No Bid Security or Bid Securing Declaration (if required)
- Insufficient Amount of Bid Security, incorrect validity period
- Lack of Supporting Documents
- Incomplete Bids / Partial Bids
- Absence of test reports if required
- Conflicts of interest not disclosed
- Inclusion of financial offer with technical offer where bid conditions require them to be separated

Failure to provide a Signed letter of Bid, a correct Bid Validity Period and the required Bid Security or Bid Securing Declaration and Priced BOQs are grounds for immediate disqualification of the Bid.

Minor omissions to the documents required by the Bidding Documents may be clarified. Multiple minor omissions may add up to a major omission and if clarified would give the Bidder an unfair advantage



Finding Info and Opportunities



How to find Information on our Website

The screenshot shows the ADB website with the following structure:

- Top navigation: News and Events, ADB Institute, Contact, English
- Main navigation: WHO WE ARE, WHAT WE DO, WHERE WE WORK, **WORK WITH US** (highlighted with a purple circle)
- Search bar: Search
- Left sidebar (orange background):
 - With employees from more than 60 countries, ADB is a place of real diversity.
 - Work with us to find fulfillment in sharing your knowledge and skills, and be a part of our vision in achieving a prosperous, inclusive, resilient, and sustainable Asia and the Pacific.
- Main content area:
 - CAREERS AND SCHOLARSHIPS**
 - What We Look For
 - Career Opportunities
 - Young Professionals Program
 - Visiting Fellow Program
 - Internship Program
 - Scholarship Program
 - FOR INVESTORS**
 - Investor Relations | 日本語
 - ADB Green Bonds
 - ADB Water Bonds
 - INFORMATION ON WORKING WITH ADB FOR...**
 - Consultants
 - Contractors and Suppliers
 - Governments
 - Executing and Implementing Agencies
 - Development Institutions
 - Private Sector Partners
 - Civil Society/Non-government Organizations
 - PROCUREMENT AND OUTREACH** (highlighted with a red rounded rectangle)
 - Operational Procurement
 - Institutional Procurement
 - Business Opportunities Outreach
 - Projects & Tenders

Business Center - www.adb.org/business

Procurement - www.adb.org/business/operational-procurement





Business Center - www.adb.org/business

ADB Business Center

All you need to work with us—in one place.

Guides and Documents Business Opportunities Outreach ▼ Procurement Statistics Dashboard (ProcDash) More ▼

🏠 > Work with Us > Business Center > Working with ADB

Working with ADB

Information for...

Consultants

Contractors and suppliers

Governments

How-Tos

How can I become an individual ADB consultant? →

How can my company consult for ADB? →

How can I become an ADB transaction advisory services consultant? →

- How-Tos
- Policies & Regulations
- Procedures & Guidance
- Documents & Forms



Operational Procurement

ADB procures goods, works, and services from external suppliers for its development projects and programs, and engages consultants to help prepare studies, appraisals, and reports.

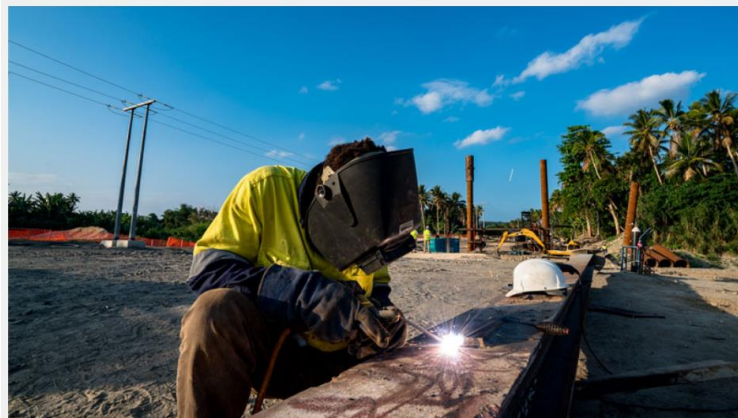


Guides and Documents Business Opportunities Outreach Procurement Statistics Dashboard (ProcDash) Institutional/Corporate Procurement More

Home > Work with Us > Business Center > Operational Procurement

Operations Procurement

The Procurement, Portfolio and Financial Management Department (PPFD) provides fiduciary oversight of procurement of goods, works, non-consulting and consulting services. PPFD supports ADB staff and borrowers on procurement planning and implementation, contract management, and related risk assessment and mitigation throughout the project life cycle. It also leads procurement and consulting services innovation and capacity building initiatives.



Goods, Works, and Non-Consulting Services →

ADB extends loans and provides technical assistance to its developing member countries for a broad range of development projects and programs involving the procurement of goods, works, and services.



Consulting Services →

ADB engages individual consultants and consulting entities to provide expert advice such as in contract preparation and project supervision, and to help ADB to prepare studies, appraisals, and reports.

ADB Procurement Dashboard

Operational Procurement by Region, US\$ million



Contract Year

2020

Modality

- ☐ (All)
- ☒ Investment Support
- ☐ Policy-based Support
- ☐ Result-based Lending

Nature of Procurement

- ☒ (All)
- ☒ Consulting Services
- ☒ Goods
- ☒ Works
- ☒ Other Related Services

Region

- ☒ (All)
- ☒ Central and West Asia
- ☒ East Asia
- ☒ Pacific
- ☒ South Asia
- ☒ Southeast Asia

<https://data.adb.org/dashboard/operational-procurement-statistics>



USERS

external and internal



COVERAGE

past 5 years



INFORMATION

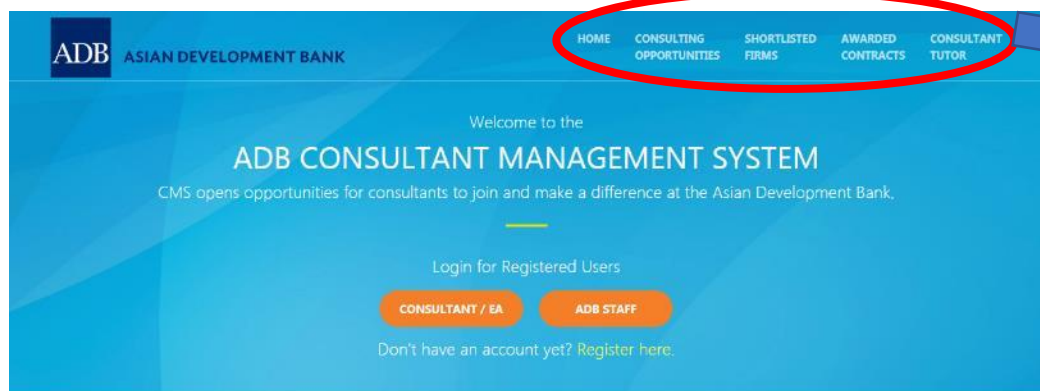
region, member, nationality, nature, origin, sector



ACCESS TO DATA

downloading options

Consulting – Finding Opportunities on <http://cms.adb.org>



CONSULTING OPPORTUNITIES SHORTLISTED FIRMS AWARDED CONTRACTS CONSULTANT TUTOR



Search Consulting Opportunities

Get detailed information on consulting services requirements and send expression of interests (EOIs) for ADB-financed or administered projects.



View Shortlisted Firms

ADB publishes the names and contact details of firms invited to submit proposals. This is for the information of consultants who wish to associate with them. Interested consultants should contact the firms directly.

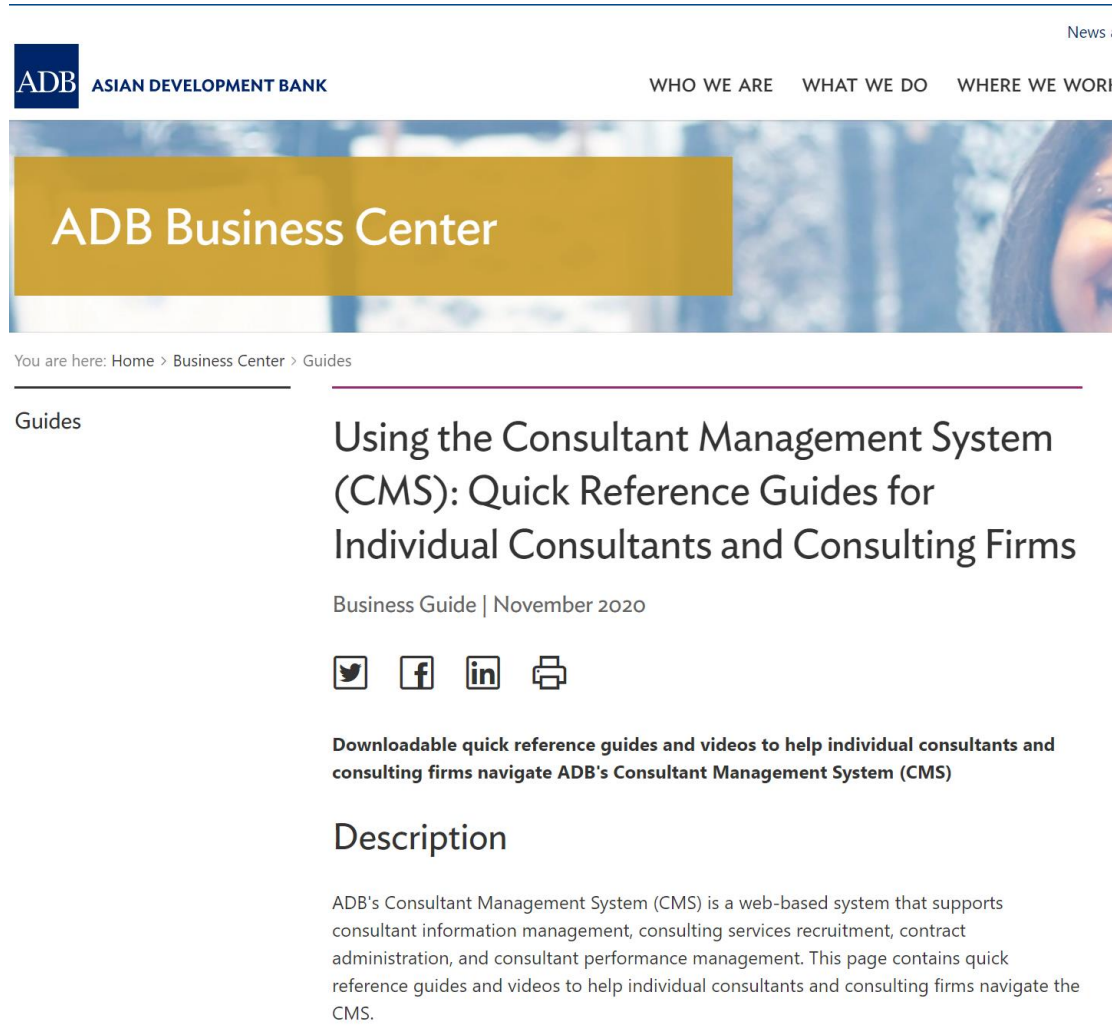


View Awarded Contracts

ADB Project contracts that are awarded to consulting firms are disclosed to the public. Visit the page to view the list of contracts awarded to consulting firms, along with associated contract details.

- Consulting opportunities are visible through ADB's CMS (<http://cms.adb.org>)
- Register for alerts to receive notices of all consulting opportunities
- All advertisement of Consulting opportunities (both EA and ADB) published
- RFP process for ADB Administered Contracts is through CMS

ADB CMS Tutor – How to use CMS



The screenshot shows the ADB Business Center website. At the top, there is a navigation bar with the ADB logo and the text "ASIAN DEVELOPMENT BANK". To the right of the logo are links for "WHO WE ARE", "WHAT WE DO", and "WHERE WE WORK". Below the navigation bar is a large banner with the text "ADB Business Center". Underneath the banner, there is a breadcrumb trail: "You are here: Home > Business Center > Guides". The main content area is titled "Guides" and features a section for "Using the Consultant Management System (CMS): Quick Reference Guides for Individual Consultants and Consulting Firms". This section includes a date "Business Guide | November 2020" and social media icons for Twitter, Facebook, LinkedIn, and a printer icon. Below the icons, there is a description of the CMS: "Downloadable quick reference guides and videos to help individual consultants and consulting firms navigate ADB's Consultant Management System (CMS)". The section is titled "Description" and contains a paragraph: "ADB's Consultant Management System (CMS) is a web-based system that supports consultant information management, consulting services recruitment, contract administration, and consultant performance management. This page contains quick reference guides and videos to help individual consultants and consulting firms navigate the CMS."

- <http://consultanttutor.adb.org>
- Provides guides, FAQs and other advice on using the System.
- Step-by-step instructions to take you through each step of the process.
- Contact Details for CMS support

THANK YOU!

Kevin Moore

Procurement, Portfolio and Financial Management Department

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