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Preparing Responsive Bids and Proposals

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ADB Bangladesh Resident Mission

Business Opportunity Seminar 2021



Bidding

International Best Practice Procedures

- Advertisement of Opportunities
- Public Bid Opening
- Robust Bid Evaluations Procedures
- Publication of Results
- Process Oversight by ADB
- Debriefing and Complaints Mechanism
- Robust Fraud and Corruption Procedures





Procurement Methods – Goods & Works

OCB

- Open Competitive Bidding

LCB

- Limited Competitive Bidding

RFQ

- Request for Quotations

FA

- Framework Agreements

ERA

- Electronic Reverse Auction

BFA

- Borrower's Force Account

DC

- Direct Contracting

Procurement Methods - OCB



OPEN COMPETITIVE BIDDING

GUIDANCE NOTE ON PROCUREMENT

JUNE 2018

ASIAN DEVELOPMENT BANK

ADB

- Preferred method of procurement on projects financed by ADB
- Applies to Goods, Works, and Services
- Procedures depend on type of procurement being undertaken
- May involve national or international advertisement.

ADB



Other Procurement Methods

Goods, Works and Non-Consulting Services

- **Limited Competitive Bidding (LCB)**
 - Direct Invitation without open advertisement
 - May be appropriate where when there are limited number of bidders, low value does not attract bidders or other exceptional reasons that may justify a departure from OCB
- **Framework Agreements (FA)**
 - Framework established with one or multiple bidders from which orders may be placed over time
 - Framework establishes scope and rates that will apply to the call-offs, quantum of effort unknown
- **Request for Quotations (RFQ)**
 - Simplified method used for low-value procurement
 - Based on comparing quotations from several suppliers/service providers/contractors
- **Electronic Reverse Auction (ERA)**
 - Online event where prequalified bidders compete with the aim of providing the lowest price at bid closure.
- **Direct Contracting (DC)**
 - Contracting without competition; may be appropriate under special circumstances
- **Force Account (FA)**
 - Borrower undertakes an activity using its own workforce and equipment

Bidding Procedures

Single-Stage

One-Envelope

1. Borrower opens technical and financial proposals simultaneously
2. Borrower evaluates technical and financial proposals



Contract is awarded

Two-Envelope

1. Borrower opens technical proposals first (financial proposals remain sealed)
2. Borrower evaluates technical proposals
3. Borrower opens financial proposals of bidders with responsive technical bids
4. Borrower evaluates financial proposals



Contract is awarded



Procurement of works via OCB

Standard Bidding Documents (SBD)*

Part I: Bidding Procedures

- Section 1: Instructions to Bidders (ITB)
- Section 2: Bid Data Sheet (BDS)
- Section 3: Evaluation & Qualification Criteria (EQC)
- Section 4: Bidding Forms (BDF)
- Section 5: Eligible Countries (ELC)

Part II: Requirements

- Section 6: Employer's Requirements (ERQ)

Part III: Conditions of Contract & Contract Forms

- Section 7: General Conditions of Contract (GCC)
- Section 8: Particular Conditions of Contract (PCC)
- Section 9: Contract Forms (COF)

***Invitation for Bids accompanies the package but does not form part of the bid documents**



Advice on Preparation of Bids and Proposals

**Goods and Works
Consulting Services**



Collect relevant business intelligence?

- Identify Sectors of Interest and where maximum potential for success is likely
- Understand the operating context in various countries and regions
- Know your competition
- Look at past similar projects
- Study CPS and COBP to identify future opportunities
- Review procurement plans (and project documents)
- Check ADB website for opportunities. Register for alerts*

*Alerts for consulting opportunities are available only at <http://cms.adb.org>

Build your brand name


- Visit ADB Headquarters/Resident missions
 - Visit departments responsible for projects
 - Business Opportunities Fairs
 - Business Opportunities Seminars
- Visit government executing agencies
- Register in ADB Consultant Management System (CMS)
- Build your portfolio of projects
- Target different opportunities (standalone, associate/JV or Individual Consultant).



ADB **Consultant Management System**
[Overview](#) [FAQ](#)

Welcome to the Asian Development Bank's Consultant Management System


Consultant Management System (CMS) is an integrated web-based system that supports the ADB's consulting services recruitment, from advertising the opportunity to awarding consulting contracts. This portal will enable users to work with the different facilities available in CMS.




Consultants create and update their profile, search opportunities, send Expressions of Interest (EOIs), respond to Non-Committal Inquiries (NCIs), and prepare and submit proposals. Login to the system by typing in your registered email address and password.

Since CSRN is now integrated in CMS, consultants are encouraged to complete their full registration to help facilitate EOI submission by tagging project and consulting experiences entered in their profile.

[Click here to know who can register as consultants in CMS.](#)
By using this service, you are accepting the [CMS Terms and Conditions](#).



ADB Project Team Members can access all CMS functions like creating a selection, advertising opportunities, sending Non-Committal Inquiries (NCIs), distributing Request for Proposals (RFPs), sending Notice to Proceed (NTPs), and approving requests, even while working outside of the ADB network. Login to the system by typing in your ADB Self-Service Username and Password.



Executing Agencies (EAs) can access Consulting Services Recruitment Notice (CSRN) to post consulting opportunities for ADB-financed projects. Login to the system by typing in your registered Username and Password.

To obtain an EA account, email your ADB Project Officer and copy csrn@adb.org with the following details:

1. Email address of the agency representative
2. Full name of the agency representative
3. Name and address of the agency
4. Duration of the recruitment for the project

Login

Login using your registered username and password.

Username

Password

[Login Assistance](#)

Note: ADB users can login using their Oracle username and password.

Registration

New user? Register now!

Need Help?

For inquiries regarding the system, please email cmshelp@adb.org.

CMS SYSTEM UPDATE

Dear CMS Users,

The changeover period from the Consulting Services



Find Advertised Opportunities

Goods, Works and Non-consulting Services – EA Administered

- International Advertisement
 - On www.adb.org for contracts > \$1 m
 - On a freely and publicly accessible website in English; and in a newspaper of national circulation (in English if available) or website in borrower's country.
- National Advertisement: In a newspaper of national circulation or website

For Consulting Services – EA Administered

- International must be advertising: on <http://cms.adb.org>
- Where national advertising: in national press, or free & publicly accessible website.

All ADB administered contracts advertised on
<http://cms.adb.org>

Identify Successful firms in Area of Interest

Awarded Contracts - Consulting Services

This page lists consulting firm contracts awarded for consulting services. ADB makes this information available for public disclosure.

Basic Search Advanced Search

Filter to specific contracts by either clicking a numeric link or by ticking check boxes and clicking **Search**. By default, contracts awarded in the last 365 days are displayed. The search range can be further adjusted by clicking **Change Filter**.

Search Reset Change Filter

Contract Date From **19-Nov-2017** To **18-Nov-2018**
 Contract Amount in USD From To
 Selection Method **All**

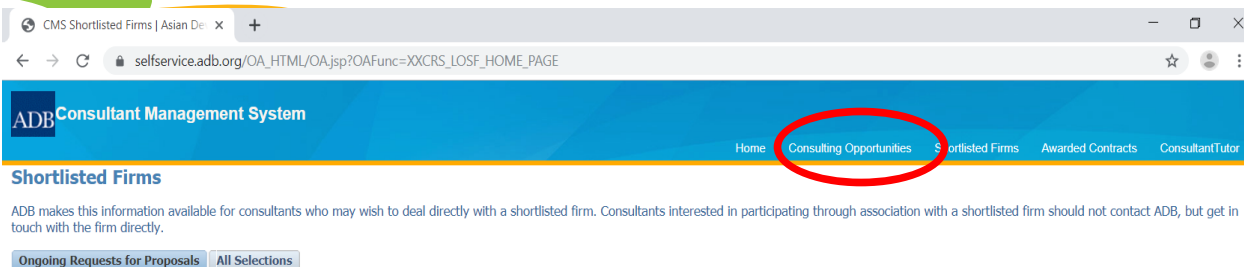
By Project Country	By Sector	By Firm Country Of Incorporation	By Project Type
Select All Select None <input type="checkbox"/> Regional (78) <input type="checkbox"/> Afghanistan (1) <input type="checkbox"/> Armenia (3) <input type="checkbox"/> Azerbaijan (2) <input type="checkbox"/> Bangladesh (4) <input type="checkbox"/> Bhutan (2) <input type="checkbox"/> Cambodia (3) <input type="checkbox"/> China (12) <input type="checkbox"/> Fiji (1) <input type="checkbox"/> Georgia (1) <input type="checkbox"/> India (14) <input type="checkbox"/> Indonesia (9) <input type="checkbox"/> Kazakhstan (1) <input type="checkbox"/> Kyrgyz Republic (3) <input type="checkbox"/> Lao People's Democratic Republic (5) <input type="checkbox"/> Mongolia (10) <input type="checkbox"/> Myanmar (9) <input type="checkbox"/> Nepal (5) <input type="checkbox"/> Pakistan (3) <input type="checkbox"/> Papua New Guinea (1) <input type="checkbox"/> Philippines (3) <input type="checkbox"/> Samoa (1) <input type="checkbox"/> Sri Lanka (6) <input type="checkbox"/> Tajikistan (3) <input type="checkbox"/> Timor-Leste (1) <input type="checkbox"/> Tonga (1) <input type="checkbox"/> Uzbekistan (9) <input type="checkbox"/> Viet Nam (6)	Select All Select None <input type="checkbox"/> Agriculture, natural resources and rural development (43) <input type="checkbox"/> Education (16) <input type="checkbox"/> Energy (34) <input type="checkbox"/> Finance (13) <input type="checkbox"/> Health (4) <input type="checkbox"/> Industry and trade (12) <input type="checkbox"/> Information and communication technology (3) <input type="checkbox"/> Multisector (17) <input type="checkbox"/> Public sector management (13) <input type="checkbox"/> Transport (22) <input type="checkbox"/> Water and other urban infrastructure and services (19) <input type="checkbox"/> Uncategorized (1)	Select All Select None <input type="checkbox"/> Armenia (1) <input type="checkbox"/> Australia (14) <input type="checkbox"/> Austria (1) <input type="checkbox"/> Azerbaijan (3) <input type="checkbox"/> Bangladesh (5) <input type="checkbox"/> Belgium (2) <input type="checkbox"/> Bhutan (2) <input type="checkbox"/> Canada (2) <input type="checkbox"/> China (11) <input type="checkbox"/> Fiji (1) <input type="checkbox"/> Finland (3) <input type="checkbox"/> France (16) <input type="checkbox"/> Georgia (1) <input type="checkbox"/> Germany (7) <input type="checkbox"/> Hong Kong, China (8) <input type="checkbox"/> India (19) <input type="checkbox"/> Indonesia (6) <input type="checkbox"/> Ireland (2) <input type="checkbox"/> Italy (1) <input type="checkbox"/> Japan (10) <input type="checkbox"/> Kazakhstan (3) <input type="checkbox"/> Lao People's Democratic Republic (1) <input type="checkbox"/> Malaysia (3) <input type="checkbox"/> Mongolia (4) <input type="checkbox"/> Nepal (3) <input type="checkbox"/> Netherlands (5) <input type="checkbox"/> New Zealand (5) <input type="checkbox"/> Norway (1)	Select All Select None <input type="checkbox"/> Technical Assistance (197) <input type="checkbox"/> Grant (0) <input type="checkbox"/> Loan (0) By Contract Amount Select All Select None <input type="checkbox"/> Less than \$100,000 (34) <input type="checkbox"/> \$100,000 to \$199,999 (27) <input type="checkbox"/> \$200,000 to \$299,999 (23) <input type="checkbox"/> \$300,000 to \$399,999 (11) <input type="checkbox"/> \$400,000 to \$499,999 (13) <input type="checkbox"/> \$500,000 to \$599,999 (15) <input type="checkbox"/> \$600,000 to \$699,999 (8) <input type="checkbox"/> \$700,000 to \$799,999 (19) <input type="checkbox"/> \$800,000 to \$899,999 (9) <input type="checkbox"/> \$900,000 to \$999,999 (9) <input type="checkbox"/> \$1,000,000 to \$1,500,000 (21) <input type="checkbox"/> Greater than \$1,500,000 (8) By Selection Method Select All Select None <input type="checkbox"/> Quality and Cost-Based Selection (QCBS) (119) <input type="checkbox"/> Quality-Based Selection (QBS) (5) <input type="checkbox"/> Fixed-Budget Selection (FBS) (13) <input type="checkbox"/> Least-Cost Selection (LCS) (0) <input type="checkbox"/> Consultants' Qualifications Selection (CQS) (30) <input type="checkbox"/> Single-Source Selection (SSS) (30)

<http://cms.adb.org>

Identify Awarded Contracts by country, sector, value and selection method.
 Investigate possibility to partner either as part of JV or by association.

Offer partnerships to shortlisted firms

- <http://cms.adb.org>
- It is possible to identify shortlisted firms and propose to associate with them.



CMS Shortlisted Firms | Asian Development Bank

selfservice.adb.org/OA_HTML/OA.jsp?OAFunc=XXCRS_LOSF_HOME_PAGE

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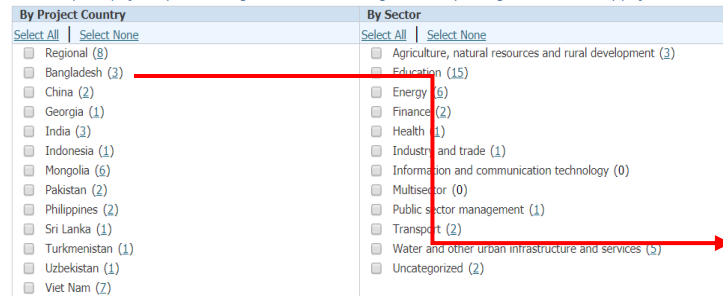
Home Consulting Opportunities Shortlisted Firms Awarded Contracts ConsultantTutor

Shortlisted Firms

ADB makes this information available for consultants who may wish to deal directly with a shortlisted firm. Consultants interested in participating through association with a shortlisted firm should not contact ADB, but get in touch with the firm directly.

Ongoing Requests for Proposals All Selections

Filter to specific projects by either ticking check boxes and clicking Search or by clicking a numeric link. Only projects for which the deadlines for submitting proposals have not yet expired will be shown.



By Project Country

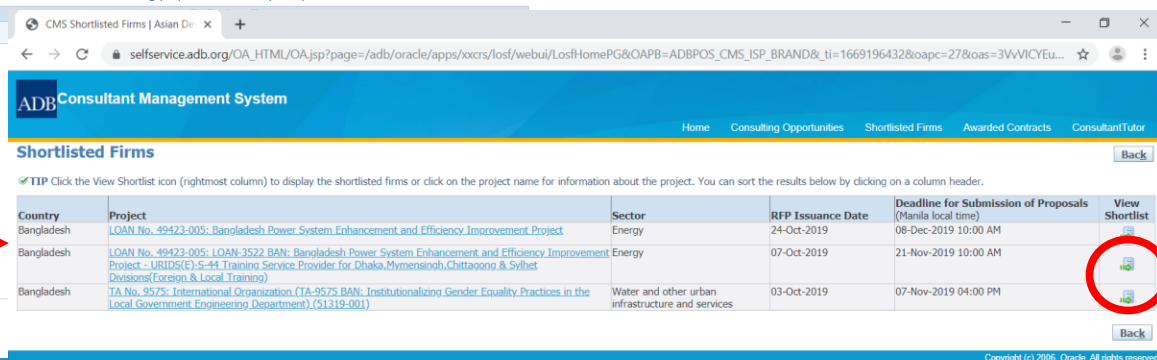
Select All Select None

- ☐ Regional (8)
- ☐ Bangladesh (3)
- ☐ China (2)
- ☐ Georgia (1)
- ☐ India (3)
- ☐ Indonesia (1)
- ☐ Mongolia (6)
- ☐ Pakistan (2)
- ☐ Philippines (2)
- ☐ Sri Lanka (1)
- ☐ Turkmenistan (1)
- ☐ Uzbekistan (1)
- ☐ Viet Nam (2)

By Sector

Select All Select None

- ☐ Agriculture, natural resources and rural development (3)
- ☐ Education (15)
- ☐ Energy (6)
- ☐ Finance (2)
- ☐ Health (1)
- ☐ Industry and trade (1)
- ☐ Information and communication technology (0)
- ☐ Multisector (0)
- ☐ Public sector management (1)
- ☐ Transport (2)
- ☐ Water and other urban infrastructure and services (2)
- ☐ Uncategorized (2)



CMS Shortlisted Firms | Asian Development Bank




selfservice.adb.org/OA_HTML/OA.jsp?page=/adb/oracle/apps/xxcrs/losf/webui/LosfHomePG&OAPB=ADBPOS_CMS_ISP_BRAND&ti=1669196432&opac=27&oaas=3VwVICYEu...

ADB Consultant Management System

Home Consulting Opportunities Shortlisted Firms Awarded Contracts ConsultantTutor

Shortlisted Firms

TIP Click the View Shortlist icon (rightmost column) to display the shortlisted firms or click on the project name for information about the project. You can sort the results below by clicking on a column header.

Country	Project	Sector	RFP Issuance Date	Deadline for Submission of Proposals (Manila local time)	View Shortlist
Bangladesh	LOAN No. 49423-005: Bangladesh Power System Enhancement and Efficiency Improvement Project	Energy	24-Oct-2019	08-Dec-2019 10:00 AM	
Bangladesh	LOAN No. 49423-005: LOAN-3522 BAN: Bangladesh Power System Enhancement and Efficiency Improvement Project - URIDS(E)-S-44 Training Service Provider for Dhaka, Mymensingh, Chittagong & Sylhet Divisions (Foreign & Local Training)	Energy	07-Oct-2019	21-Nov-2019 10:00 AM	
Bangladesh	TA No. 9575: International Organization (TA-9575 BAN: Institutionalizing Gender Equality Practices in the Local Government Engineering Department) (S1319-001)	Water and other urban infrastructure and services	03-Oct-2019	07-Nov-2019 04:00 PM	

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Express Interest - Consulting

Considerations:

- Eligibility
- Go it alone or associate/joint venture
- Capacity to compete
- Capacity to deliver
- Relevant Technical Experience
- Geographical Experience
- Value-add

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Consultant Management System

Consulting Services Recruitment Notice (CSRN)

TA 46263-001 REG: Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan

Date Published: 04-Jul-2012 Deadline of Submitting EOI: 02-Aug-2012 11:59 PM GMT +08:00

Back Express Interest

Profile Terms of Reference Cost Estimate

Selection Profile

Consultant Type **Firm**

Selection Method **Quality and Cost-Based Selection (QCBS)**

Selection Title **Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan**

Package Number **TA 46263-001** Package Name **Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan**

Advance Action ☒ Yes ☐ No

Duration of Assignment **12 MONTH**

Consulting Services Budget **USD 1,225,000**

Budget Type ☐ Estimated ☒ Maximum

Source **International**

Technical Proposal **Full Technical Proposal (FTP)**

Additional Information

Possibility of contract extension ☐ Yes ☐ No ☒ Not known

Possibility of consideration for downstream assignment ☐ Yes ☐ No ☒ Not known

Country of assignment **Afghanistan; Azerbaijan; Kazakhstan**

Country of eligibility for national consultants **Same as country of assignment**

Contact Information

Project Officer **Sunil Mitra**

Designation **Principal Transport Specialist**

Asian Development Bank

Email **smitra@adb.org**

Agencies

Primary	Agency	Country
<input checked="" type="checkbox"/>	Asian Development Bank	Regional

Publishing History

Type	Publication Date	Published By
Original	04-Jul-2012	Ana Maria Ignacio

ADB

Consultant Management System

Consulting Services Recruitment Notice (CSRN)

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Date Published: 04-Jul-2012 Deadline of Submitting EOI: 02-Aug-2012 11:59 PM GMT +08:00

Back Express Interest

Profile Terms of Reference Cost Estimate

Terms of Reference (Consulting Firm)

Primary Expertise **Transport**

TOR Keywords **CAREC Midterm Review**

Objective and Purpose of the Assignment

Undertake a comprehensive stock take of the progress achieved and results realized during the first half implementation (2008-2012) of the CAREC Transport and Trade Facilitation Strategy (the Strategy) and Implementation Action Plan (the Action Plan) and develop an updated and refined Strategy and Action Plan.

Experts Needed

International

☒ Team Leadership from International Experts

Expertise or Position	Inputs in PM/Primary Place of Assignment
1. Team leader/Transport Planner	10 Regional, Other
2. Macro and Trade Economist	4 Regional, Other
3. Transport Economist	4 Regional, Other
4. Freight Transport Specialist	5 Regional, Other
5. Passenger Transport Specialist	5 Regional, Other
6. Governance Specialist	2 Regional, Other
7. Cross-Border Facilitation/Logistics Specialist	3 Regional, Other
8. Regional Cooperation Specialist	2 Regional, Other
9. Gender Specialist	2 Regional, Other
10. Environment and Social Safeguard Specialist	4 Regional, Other

☒ Team Leadership from International Experts

National

☐ Team Leadership from National Experts



Understanding the project

- Recognize the broader project objectives
- Establish the operating context and any constraints it presents
- Get to know the Executing Agency
- Obtain all available information on the services to be provided
- Field assessment
- Identify local partner(s), if required
- Estimate the local costs of doing business
(e.g., local taxes for EA administered consulting services)





Prepare a strong proposal

- Follow the instructions in the RFP/bidding documents
- Review the mandatory qualification criteria
- Understand the basis on which the bid will be evaluated
- Study the Terms of Reference (TOR)/Employer's requirements
- Associate or JV with other firms to meet requirements (make sure they are not on ADB sanction list)
- Provide tailored submission; avoid generic templates (quality, not quantity)
- Do not add conditions to your offer

Ask Questions; contact ADB if not receiving a response



Common Mistakes – Goods and Works

- Late submission
- Letter of bid not signed
- No Bid Security or Bid Securing Declaration (if required)
- Insufficient Amount of Bid Security, incorrect validity period
- Lack of Supporting Documents (completion certificate, operational acceptance etc..)
- Translated documents in **English**
- Incomplete Bids / Partial Bids
- Absence of type test reports if required
- Conflicts of interest not disclosed
- Inclusion of financial offer with technical offer where bid conditions require them to be separated



Post Award

Focus on delivery of strong performance through:

- High Quality Team
- Building strong relationships with Client (ADB or Government)
- Focus on contract management plan to achieve timely delivery of outputs.

Performance Assessment - Consulting

- ADB conducts Performance Evaluation Reviews (PER) for each consulting assignment. A poor performance record can impact future opportunities.

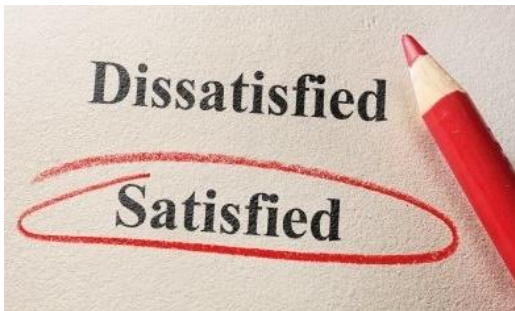
Debriefing and Complaints



https://www.debriefnow.com/images/DebriefNow_cg_men_intersection.jpg

Debriefing:

- Unsuccessful bidders may request debriefing from Executing Agency (EA). If they are not satisfied, they may contact ADB directly.

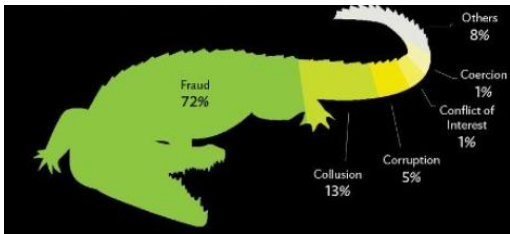


This Photo by Unknown Author is licensed under CC BY-SA

Complaints:

- Bidders may file complaint directly with ADB or may copy ADB on correspondence with Executing Agencies (EAs).

www.adb.org/forms/complaints



<https://www.adb.org/news/adb-steps-anticorruption-efforts-enhance-asias-development>

Anticorruption and Integrity:

- www.adb.org/site/integrity/main



/AsianDevBank



@ADB_HQ



/AsianDevelopmentBank



/AsianDevelopmentBank

For further information please contact:

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