



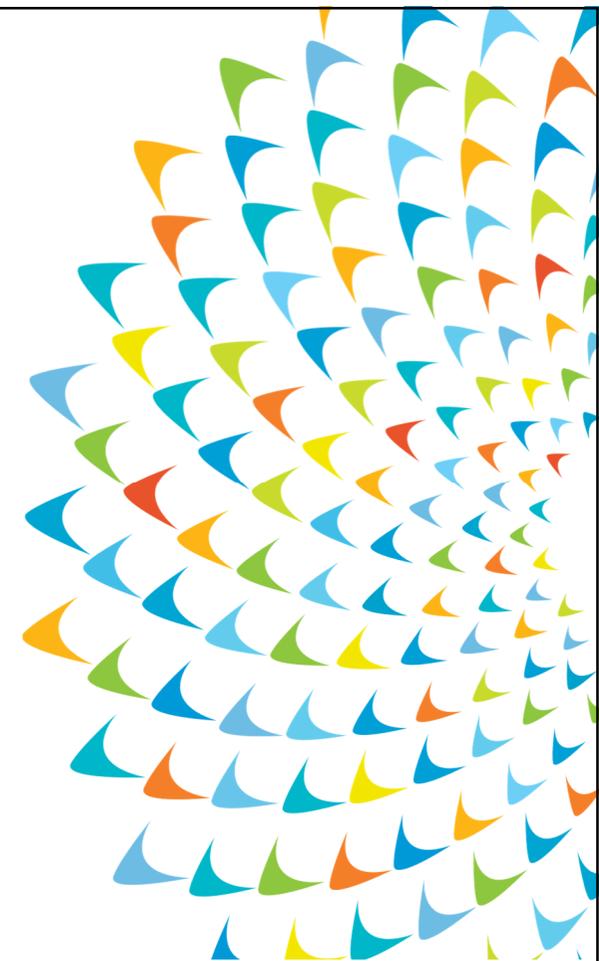
Business Opportunities Seminar

13 December 2022

Session-[II]

Preparing Responsive Bids and Proposals

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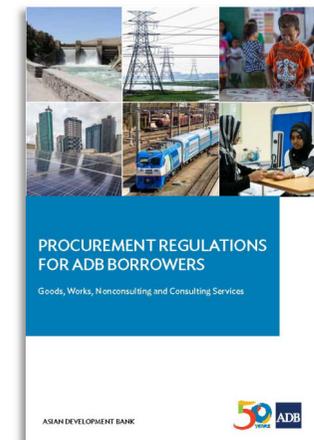
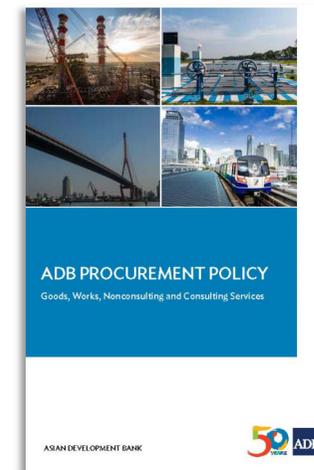




Bidding or Tender

Public Procurement: 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

- 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.

ASIAN DEVELOPMENT BANK





Other Procurement Methods

Goods, Works and Non-Consulting Services

- **Limited Competitive Bidding (LCB)**
 - Direct Invitation without open advertisement
 - May be appropriate 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
- **Direct Contracting (DC)**
 - Contracting without competition; may be appropriate under special circumstances



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

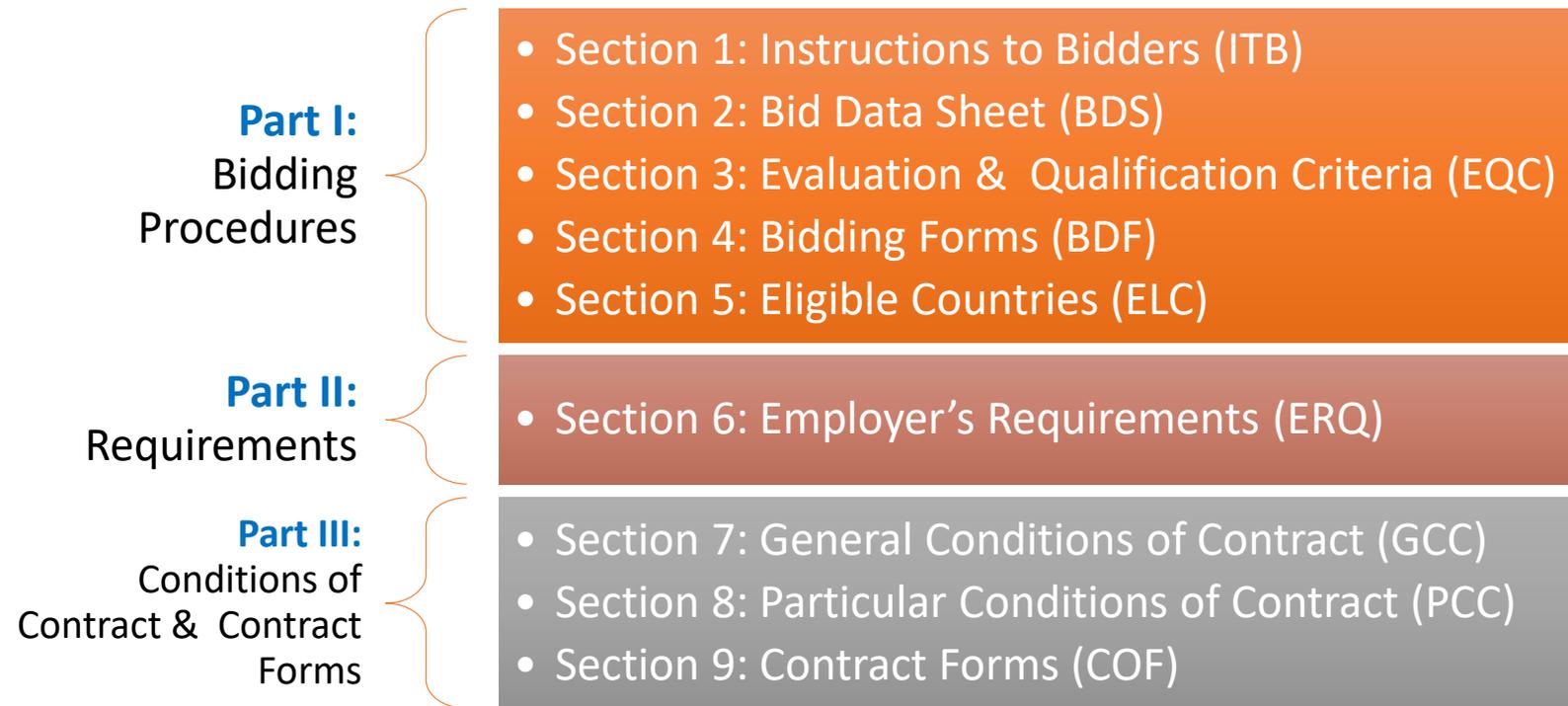


Contract is awarded



Procurement of works via OCB

Standard Bidding Documents (SBD)*



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



Guidance 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>**



1. Build your brand name

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





2. Find Advertised Opportunities

Goods, Works and Non-consulting Services – EA Administered

- International Advertisement
 - On www.adb.org
 - 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, CPTU website or EA 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 websites.

For Consulting Services – ADB Administered

- <http://cms.adb.org>





3. Identify Successful firms in Areas of Interest

<http://cms.adb.org>

ADB Consultant Management System

Home Consulting Opportunities Shortlisted Firms Awarded Contracts ConsultantTutor

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.

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

Search | Reset | Change Filter

By Project Country	By Sector	By Firm Country Of Incorporation	By Project Type
<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)	<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)	<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 (2) <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)	<input type="checkbox"/> Technical Assistance (197) <input type="checkbox"/> Grant (0) <input type="checkbox"/> Loan (0)
By Contract Amount			
<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			
<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)			

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





4. Offer partnerships to shortlisted firms

ADB Consultant Management System

Home Consulting Opportunities Shortlisted Firms Awarded Contracts Consultant Tutor

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

Search Reset

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	By Sector	By Project Type
Select All Select None	Select All Select None	Select All Select None
<input type="checkbox"/> Regional (8)	<input type="checkbox"/> Agriculture, natural resources and rural development (3)	<input type="checkbox"/> Technical Assistance (18)
<input type="checkbox"/> Bangladesh (2)	<input type="checkbox"/> Education (15)	<input type="checkbox"/> Grant (1)
<input type="checkbox"/> China (2)	<input type="checkbox"/> Energy (6)	<input type="checkbox"/> Loan (12)
<input type="checkbox"/> Georgia (1)	<input type="checkbox"/> Finance (2)	<input type="checkbox"/> Staff Consultant (2)
<input type="checkbox"/> India (3)	<input type="checkbox"/> Health (1)	
<input type="checkbox"/> Indonesia (1)	<input type="checkbox"/> Industry and trade (1)	
<input type="checkbox"/> Mongolia (6)	<input type="checkbox"/> Information and communication technology (0)	
<input type="checkbox"/> Pakistan (2)	<input type="checkbox"/> Multisector (0)	
<input type="checkbox"/> Philippines (2)	<input type="checkbox"/> Public sector management (1)	
<input type="checkbox"/> Sri Lanka (1)	<input type="checkbox"/> Transport (2)	
<input type="checkbox"/> Turkmenistan (1)	<input type="checkbox"/> Water and other urban infrastructure and services (0)	
<input type="checkbox"/> Uzbekistan (1)	<input type="checkbox"/> Uncategorized (2)	
<input type="checkbox"/> Viet Nam (2)		

• <http://cms.adb.org>

• It is possible to identify shortlisted firms and propose to associate with them.

ADB Consultant Management System

Home Consulting Opportunities Shortlisted Firms Awarded Contracts Consultant Tutor

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
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-41 Training Service Provider for Dhaka, Mymensingh, Chittagong & Sylhet Divisions (Green & 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) (51319-001)	Water and other urban infrastructure and services	03-Oct-2019	07-Nov-2019 04:00 PM	





5. 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

ADB Consultant Management System
Consulting Services Recruitment Notice (CSRNI)

TA 46253.001 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** Source: **International**
Selection Method: **Quality and Cost-Based Selection (QCBS)** Technical Proposal: **Full Technical Proposal (FTP)**
Selection Title: **Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan**

Package Number: [] Package Name: []
Advance Action: Yes No
Duration of Assignment: **12 MONTH**
Consulting Services Budget: **USD 1,225,000**
Budget Type: Estimated Maximum

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

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	Inputs in PM/Primary Place of Assignment
<input checked="" type="checkbox"/> Team Leadership from International Experts	
Expertise or Position	
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
<input checked="" type="checkbox"/> Team Leadership from National Experts	
National	
<input type="checkbox"/> Team Leadership from National Experts	





6. 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)





7. 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)
- Visit project site and consider local context
- 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, 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.





For further information please contact:

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Md. Humayun Kabir, Procurement Officer
mkabir@adb.org





Thank You

